

DUNDEE CITY COUNCIL

REPORT TO: Personnel and Management Services Committee - 11 November 2002

REPORT ON: Dialogue Youth/Young Scot Initiative

JOINT REPORT BY: Director of Neighbourhood Resources and Development and
Director of Personnel and Management Services

REPORT NO.: 756-2002

1 PURPOSE OF REPORT

1.1 To note and approve the award of external finance to supplement youth information services and the resultant staffing implications.

2 RECOMMENDATIONS

2.1 The Committee is asked to:-

2.1.1 note the success in achieving external financial support of £131,571 for 2 years from the Scottish Executive under the Modernising Government Fund (2) - Dialogue Youth/Young Scot Initiative.

2.1.2 approve the establishment of the following fixed term posts to 31 December 2004:-

0.5 Clerical Assistant	GS1/2	£4,840 - £6,450
2 (9 hour) Assistant Youth Workers	CW2 SCP 23	£4,056

2.1.3 Authorise the extension of hours to existing established Assistant Youth Worker posts to deliver this initiative.

2.1.4 Authorise the Director of Neighbourhood Resources & Development to enter into a Partnership Agreement with COSLA and Young Scot to jointly deliver this initiative.

3 FINANCIAL IMPLICATIONS

3.1 The financial implications of the proposals totalling £131,571 will be met in full from external grant awarded from the Scottish Executive – Modernising Government Fund (2) - Dialogue Youth Initiative (see Appendix 1) for a 2 year period to 31 December 2004.

4 **LOCAL AGENDA 21 IMPLICATIONS**

4.1 See Para 5.1.

5 **EQUAL OPPORTUNITIES IMPLICATIONS**

5.1 These initiatives will seek to offer opportunities to access issue based youth information services irrespective of gender, ethnic origin, belief, disability or economic status.

6 **BACKGROUND**

6.1 During 2001/2002 4 local authorities piloted the development of a variety of initiatives to improve the delivery of youth information services via the Young Scot initiative and linked technology. These initiatives led to the Scottish Executive financially supporting Young Scot to develop national electronic access portals (website services) for a variety of youth information services.

These portals are now accessible on the Internet and developing rapidly.

6.2 The Neighbourhood Resources and Development Department has since its inception been at the forefront of the delivery of a network of youth information service points from neighbourhood centres, libraries and specialist projects serviced by a number of established Assistant Youth Worker posts. In addition, all secondary school pupils receive Young Scot information packs during S1 and S4. These packs offer:-

- access to local and national commercial discounts
- Young Scot book – information on key youth issues.
- Young Scot card to access national/international youth information services.
- quarterly newsletters
- access to grant aid
- free legal help telephone line

6.3 Locally, over 22,000 individual information requests are processed annually and this figure has shown annual % rises above target.

Youth work personnel in co-operation with school based guidance teams use the information pack materials for personal and social development curriculum purposes.

6.4 The Neighbourhood Resources and Development Department's youth information team has access to electronic intranet website for backup resource material and also maintains at all youth information delivery sites written information materials.

6.5 The dominant service philosophy is to place access to high quality, accurate, user friendly youth information at the centre of youth work practice to aid individuals and groups develop informed choices and options on key decisions which affect their lives. The Department has noted a sustained rise in the number of young people accessing 1:1 information services.

7 FUTURE POSITION

- 7.1 Young Scot have recognised that the quality of national information requires to be supplemented by accurate local based information and that young people wish to be involved in its creation, updating and development.
- 7.2 COSLA has, therefore, co-ordinated a Scottish Councils bid with Young Scot under the Modernising Government Fund (2) process which has been successful.
- 7.3 This bid will deliver, under Partnership, the following menu of services tailored to each partner Council:
- provide national electronic access to youth information.
 - stimulate youth involvement in lifelong learning, community safety, healthy lifestyles enterprise and citizenship via the use and promotion of Young Scot materials and services.
 - promote citizenship by stimulating and supporting young peoples involvement in local and national community life.
 - promote social inclusion by involving young people as stakeholders in service design, management and operation.
- 7.4 Dundee City Council are ideally placed to use this funding additionality to:
- build on the development of the Citizen Account Smart Card (see Policy & Resources Report 822/2001 approved 14 January 2002).
 - contribute to the briefing and servicing of Young Scot information pack inductions for secondary schools cohorts.
 - pilot the new smart card initiative at St John's secondary school.
 - train young people to contribute local information to the national portal of websites via the Shore Internet cyber space.
 - encourage the extent and levels of local youth discounts for commercial/public services.
 - resource school based guidance personnel with outreach youth information clinics.
 - disseminate access to a wider range of access points for young people to access youth information services.
 - assist youth forums, Scottish Youth Parliament representatives and youth agencies to dialogue with the Scottish Parliament and local community planning partners over issues of key concern and service provision.
 - improve inter agency working and dialogue related to work with young people.
 - champion youth friendly policies.
 - develop localised training on a partnership basis.

8 PROPOSALS

- 8.1 It is the intention of the Council to supplement existing established youth information services to meet the partnership proposals outlined in Paragraph 7.4.

8.2 The model favoured by the key partners is to develop a backup resource unit which can: -

- assist schools, youth groups, voluntary agencies to access youth information services.
- encourage youth involvement in all technology related to the national portal provision.
- organise training for key stakeholders including young people.
- develop the Partnership concept between the National Dialogue Youth Unit and local supporting services.
- encourage youth consultation by Community Planning Partners.
- complement the youth involvement in the Dundee Discovery Smart Card Initiative.

9 SMART CARD DEVELOPMENT

9.1 The Council is leading a consortium of Scottish Councils to develop a technology platform to implement the potential of the use of smart card chip technology.

9.2 A separate Modernising Government Fund (2) bid has been requested by the Scottish Executive to allow national support funding for this development.

10 CONSULTATION

10.1 The Chief Executive and Directors of Support Services, Education, Finance, Corporate Planning, Social Work and Leisure and Arts together with the Trade Unions have been consulted on the content of this report.

11 BACKGROUND PAPERS

11.1 The following background paper as defined by Section 50D of the Local Government (Scotland) Act 1973 was relied on to a material extent in preparing the above Report.

Report No. 822/2001 Citizen Smart Card approved Policy and Resources Committee
14 January 2002

12 SIGNATURES

F. Patrick
Director of Neighbourhood Resources & Development

Date

J.C. Petrie
Director of Personnel and Management Services

Date

DIALOGUE YOUTH - YOUNG SCOT INITIATIVE

Designation	No of Posts FTE	Grade	Budget 2002 January - March	Budget 2003/2004 Full Year	Budget 2004 April – December
Youth Worker (Fixed Term) (extended hours)	0.6	CEW - SCP 26	3,306	13,224	9,918
Assistant Youth Workers (Fixed Term)	2 x 9 Hours	CW2 – SCP 23	2,439	9,760	7,317
Assistant Youth Workers (Fixed Term – extended hours)	810 Hours	CW3	2,196	8,784	6,588
Clerical Assistant	0.5	GS1/2 SCP 7	1,638	6,552	4,914
Project Materials IT Administration & Training			54,939 To be allocated on completion of Partnership Agreement		
TOTALS					131,571

- Notes:** 1. Cost Basis – September 2002
 2. Designated posts marked * hours will be increased on a fixed term basis to 31 December 2004.

VACANCY REF.:
CLOSING DATE:

DUNDEE CITY COUNCIL

JOB DESCRIPTION – NEIGHBOURHOOD RESOURCES & DEVELOPMENT DEPT.

IDENTIFICATION

Post Title:	Assistant Youth Worker	Post Ref.:	
Section:	Youth Information	Grade:	CW1=SCP6
Responsible to:	Senior Youth Worker		CW2=SCP23
Responsible for:	Assistant Youth Workers		CW3=SCP26
			(placement on scale dependant upon qualification)

JOB PURPOSE

As a member of Neighbourhood Resources & Development Department, you will assist in the implementation of a responsive youth information based Youth Work Strategy. The purpose of your job is to assist young people to acquire the knowledge, skills and self-confidence to participate in groups and in the community and to contribute positively to their developments as adults.

You will be responsible on a day-to-day basis to the designated Senior Youth Worker holding the youth information operational/advisory remit.

The duties listed below are typical of those performed by an Assistant Youth Worker, but your particular duties and responsibilities will vary from time to time and you may be asked to carry out tasks which are not listed but which are of a similar nature. Your specific programme of work will be determined by local circumstances and needs as defined by your Supervisor, who will review regularly your priorities.

PRINCIPAL WORKING CONTACTS

Youth Information Support Co-ordinator
Youth Work Personnel
Young People
The Local Community
Parents
Youth Support Agencies and Projects

MAIN DUTIES

- 1 Work directly with young people in a wide range of settings.
- 2 Interact with young people, motivating and encouraging them to put their ideas into practice and to develop their own projects and opportunities;

- 3 Negotiate ground rules and group agreements which outline appropriate levels of behaviour and expectations between staff and young people and other participants;
- 4 Act in an advocacy role as required;
- 5 Develop and participate in any inter-agency work as required;
- 6 Assist in promoting the work of NRDD as required;
- 7 Maintain accurate records of all work;
- 8 Attend appropriate training as identified and negotiated with your Supervisor;
- 9 Ensure adherence to Health & Safety requirements in all activities and ensure appropriate use of all equipment;
- 10 Attend and contribute to staff meetings as required;
- 11 Identify various groups/organisations young people attend;
- 12 Establish, support and develop youth forums across a geographical area;
- 13 Develop and carry out regular consultations with young people to enable the service to be responsive;
- 14 Oversee the submission of relative funding application ie Youth Investment Fund, to be used in the course of the work;
- 15 Promote the use of up-to-date information and resources to enable young people to make informed decisions.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Date prepared: 27/11/02
Authorised:

If you have any queries regarding this vacancy, please contact Sharon Preston, Senior Youth Worker, Ardler Complex Tel 01382 436442

VACANCY REF.:
CLOSING DATE:

DUNDEE CITY COUNCIL

JOB DESCRIPTION – NEIGHBOURHOOD RESOURCES AND DEVELOPMENT DEPT.

IDENTIFICATION

Post Title: Clerical Assistant
Section:
Responsible to: Youth Information Co-ordinator
Responsible
for:
Post Ref.:
Grade: GS1/2

JOB PURPOSE

To provide clerical support and assistance for all administrative/clerical tasks associated with the running of a youth information support initiative

PRINCIPAL WORKING CONTACTS

- 1 Youth Information Workers/Co-ordinator
- 2 Youth Work Personnel
- 3 Young People
- 4 Youth Support Agencies/Projects
- 5 Local Communities

MAIN DUTIES

1. Type letters, memos, reports and other documents as required.
2. Maintain files and other documents.
3. Maintain financial records including petty cash and postage book.
4. Extract details from various documents and records as required.
5. Operate reprographic equipment, collate and issue printed material.
6. Make and receive internal and external calls, dealing with enquiries from a wide range of callers.
7. Receive visitors.
8. Maintain various records as required.
9. Undertake the duties as allocated in accordance with laid down financial and administrative controls including banking of cash.
10. Operate new technology to discharge clerical duties.

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VACANCY REF.:
CLOSING DATE:

DUNDEE CITY COUNCIL

JOB DESCRIPTION – NEIGHBOURHOOD RESOURCES AND DEVELOPMENT DEPT.

IDENTIFICATION

Post Title:	Youth Worker (Youth Information Support Co-ordination)	Post Ref.:	
Section:	Youth Information Support	Grade:	CEW
Responsible to:	Senior Youth Worker		
Responsible for:	Sessional Youth Workers, Volunteers and Assistant Youth Workers		

JOB PURPOSE

As a member of Neighbourhood Resources & Development Department, you will implement a responsive youth information based Youth Work Strategy. The purpose of your job is to assist young people to acquire the knowledge, skills and self-confidence to participate in groups and in the community and to contribute positively to their developments as adults.

You will be responsible on a day-to-day basis to the designated Senior Youth Worker holding the youth information operational/advisory remit.

The duties listed below are typical of those performed by a Youth Worker, but your particular duties and responsibilities will vary from time to time and you may be asked to carry out tasks which are not listed but which are of a similar nature. Your specific programme of work will be determined by local circumstances and needs as defined by your Supervisor, who will review regularly your priorities.

PRINCIPAL WORKING CONTACTS

- 1 Senior Youth Worker
- 2 Youth Work Personnel
- 3 Young People
- 4 The Local Community
- 5 Youth Support Agencies & Projects

MAIN DUTIES

1. To work directly with young people in a wide range of settings using a wide range of responses. These settings can include Detached Work, Building based work, Activity Projects and Individual Work.
2. To liaise and co-work with other agencies working with young people, eg Schools, Social Work Department, Educational Support Services and the Children's Hearing System.

3. To assist and encourage young people in the self-determination of projects and programmes which they are involved in, and to stimulate new ideas and opportunities, where relevant.
4. To offer support, where relevant, to particular young people requiring additional help and counselling.
5. Responsible for the support and supervision of designated part-time staff and volunteers. This will also include students at different times.
6. Assist with the development and delivery of training programmes and opportunities for youth work staff in the Area.
7. Responsible for the implementation and use of appropriate administration procedures, to record and review work on an ongoing basis and to produce reports for the Project and young people, as required.

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