

JOINT NEGOTIATING COUNCIL FOR THE EDUCATION AND LIBRARY BOARDS

20 September 2011

**To:- Chief Executives
Council Members
MSO/TUSO**

JOINT NEGOTIATING COUNCIL CIRCULAR NO. 195

JNC for Youth and Community Workers - JES No 133 - New National Salary Framework Education and Library Boards Outdoor Education Centres - New Job Descriptions

The Joint Negotiating Council has agreed the implementation of new job descriptions for Outdoor Education Centre Staff employed in the Education and Library Boards which have been developed to complete the process of implementing the JNC Youth and Community Workers new National Salary Framework. Accordingly, five job descriptions are attached as Appendix 1; two on the Professional Range and three on the Youth Support Worker range for part-time staff.

Implementation of Job Descriptions for New Staff

The above job descriptions for all new staff are effective from **1 March 2011**.

Protection Arrangements for Staff Employed before 1 March 2011

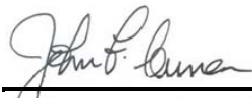
The protection arrangements for staff employed before 1 March 2011 will be on a personal-to-holder basis in accordance with JNC Circular No 134. The protection arrangements apply to full-time and part-time Outdoor Education Centre staff in line with the National Agreement which states that part-time workers should not be treated any less favourably than full-time workers.

Existing post-holders will be required to have their posts assessed in the same way as Youth and Community Workers. For that purpose an Assessment and Appeals Procedure similar to that already agreed for the youth support worker range will be used. Copies of the Assessment Matrix and Assessment and Appeal Procedure are attached to this Circular as Appendices 2 and 3 respectively.

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This is the final implementation stage of the National Salary Framework and any arrears due will be back-dated to **1 April 2005** as has already been determined for other staff covered by the National Agreement.

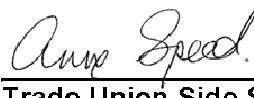
Salary ranges with effect from 1 September 2009 are detailed in Appendix 4 for ease of reference.



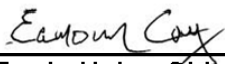
Management Side Secretary
J Curran



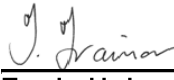
Trade Union Side Secretary
P Mackel



Trade Union Side Secretary
A Speed



Trade Union Side Secretary
E Coy



Trade Union Side Secretary
T Trainor

EDUCATION AND LIBRARY BOARDS

JOB DESCRIPTION

POST TITLE:	Outdoor Education Instructor
SALARY:	JNC Professional Range Pts 18-21
LOCATION:	
RESPONSIBLE TO:	Senior Instructor/Warden/Senior Warden/Designated Youth Officer
RESPONSIBLE FOR:	Up to 3 FTE
JOB PURPOSE:	To work directly with young people to provide outdoor education opportunities to help develop their personal and social education. The Outdoor Education Instructor will have operational responsibility for the planning and safe delivery of key centre-based and outreach programmes, to meet identified need.

DUTIES & RESPONSIBILITIES

1. Managing & Developing a Range of Services

- 1.1 To work directly with young people to provide a range of outdoor education programmes, in line with the Youth Service and Schools' Curricula.
- 1.2 To develop an individual Annual Action Plan and actively contribute to a Development Plan for Outdoor Education.
- 1.3 To support young people in the evaluation and monitoring of all programmes.
- 1.4 To ensure that all young people play an active role in all programmes and actively work towards a model of youth participation.
- 1.5 To communicate effectively and establish a positive rapport with all programme participants.
- 1.6 To provide information and support to young people to help them to realise their goals and to work effectively in groups.
- 1.7 To be responsible to the Line Manager for all management, administrative and financial matters relevant to the duties of the post.

2. Developing Staff and Facilities

- 2.1 To work with staff and volunteers to develop, implement, manage and evaluate outdoor education programmes, in line with agreed priorities.
- 2.2 To be responsible for the induction, training, development, management and appraisal of staff and volunteers.
- 2.3 To ensure that all programmes are safely and robustly delivered, in line with all current legislation and relevant policies.
- 2.4 To be actively involved in the assessment of risk and the development of appropriate responses.

3. Working with Agencies to Develop Services

3.1 To develop and maintain relationships with client groups and relevant external agencies.

4. Leading Project Development and Implementation

4.1 To be actively involved in the creation of outdoor education programmes aimed at meeting the needs of young people.

5. Management Responsibility for Staff

5.1 To have line management responsibility up to 3 full-time equivalent staff.

EDUCATION AND LIBRARY BOARDS

JOB DESCRIPTION

POST TITLE:	Senior Outdoor Education Instructor
SALARY:	JNC Professional Range Pts 24-27
LOCATION:	
RESPONSIBLE TO:	Warden/Senior Warden/Designated Youth Officer
RESPONSIBLE FOR:	More than 3 FTE
JOB PURPOSE:	To be responsible, under the direction of the Line Manager, for specific aspects of outdoor education provision, including the development and delivery of key programme areas, in accordance with current legislation and relevant policies.
	To assume responsibility, in the absence of the Line Manager, for all outdoor education programmes and operational areas

DUTIES & RESPONSIBILITIES

1. Managing & Developing a Range of Services

- 1.1** To work directly with young people to provide a range of outdoor education programmes, in line with the Youth Service and Schools' Curricula.
- 1.2** To develop an individual Annual Action Plan and to have a significant role in developing a coherent plan for Outdoor Education and the setting of key priorities.
- 1.3** To support young people in the evaluation and monitoring of all programmes.
- 1.4** To develop appropriate strategies to ensure that all young people play an active role in all programmes and actively work towards a model of youth participation.
- 1.5** To communicate effectively and establish a positive rapport with all programme participants.
- 1.6** To provide information and support to young people to help them to realise their goals and to work effectively in groups.
- 1.7** To be responsible to the Line Manager for all management, administrative and financial matters relevant to the duties of the post.

2. Developing Staff and Facilities

- 2.1** To develop and implement effective strategies to monitor and evaluate outdoor education programmes, in line with agreed priorities.
- 2.2** To be responsible for the induction, training, development, management and appraisal of staff and volunteers.
- 2.3** To ensure that all programmes are safely and robustly delivered, in line with all current legislation and relevant policies.

- 2.4 To have a significant involvement in the assessment of risk and the development of appropriate responses.
- 2.5 To have specific responsibility for key operational and administrative functions.
- 3. Working with Agencies to Develop Services**
- 3.1 To pro-actively develop links with client groups and relevant internal and external agencies, to provide appropriate services to meet their needs, in line with agreed priorities
- 3.2 To develop innovative and creative opportunities to ensure the optimum use of available resources, in line with agreed priorities.
- 4. Leading Project Development and Implementation**
- 4.1 To assume significant responsibility for the development of outdoor programmes, specialist provision and strategic operations.
- 5. Management Responsibility for Staff**
- 5.1 To have line management responsibility for 3 full-time equivalent or more staff.
- 5.2 to assume responsibility for the management and operation of all centre and outreach activities, in the absence of the Warden.

EDUCATION AND LIBRARY BOARDS

JOB DESCRIPTION

POST TITLE:	Assistant Youth Support Worker (Outdoor Education)
SALARY:	JNC Support Worker Range Pts 1 - 4
LOCATION:	
RESPONSIBLE FOR:	Assisting with the delivery of outdoor education programmes and the implementation of ELB/organisational policies.
RESPONSIBLE TO:	Warden, Nominated Outdoor Education Instructor or Youth Support Worker
JOB PURPOSE:	To work directly with young people to develop their social Education by providing outdoor education programmes. This post is for staff appointed to undertake duties under the direction of the staff listed above.

MAIN DUTIES AND RESPONSIBILITIES

1. Assist with the planning and implementation of outdoor education programmes, related to the 'Model for Effective Practice'.
2. Ensure that young people play an active role in the programme and work towards a model of youth participation.
3. Communicate effectively and develop a rapport with young people.
4. Assist in the development of relationships with relevant environmental agencies and National Governing Bodies.
5. Assist young people to express and realise their goals.
6. Challenge oppressive behaviour in young people.
7. Provide information and support to young people.
8. Support young people in evaluating the programme and the impact of outdoor education on their development.
9. Implement the Board's Child Protection and Outdoor Education Policies and procedures and work with young people to safeguard their welfare and the welfare of others.
10. Assist with administrative duties within the outdoor education provision.

OTHER DUTIES

1. To carry out such duties, as may be assigned by the Line Manager, within the level of the post.

EDUCATION AND LIBRARY BOARDS

POST TITLE:	Youth Support Worker (Outdoor Education)
SALARY:	JNC Support Worker Range Pts 4 - 7
LOCATION:	
RESPONSIBLE FOR:	The delivery of key aspects of the programme, the management of appropriate staff/volunteers and the implementation of ELB/organisational policies.
RESPONSIBLE TO:	Warden, Nominated Youth Officer, Outdoor Education Instructor or Youth Support Worker-in-Charge.
JOB PURPOSE:	To work directly with young people to develop their social education by providing outdoor education programmes. This post is for staff appointed to undertake duties under the direction of the staff listed above.

MAIN DUTIES AND RESPONSIBILITIES

1. To work directly with young people to develop their social education by providing outdoor education programmes, related to the 'Model for Effective Practice'.
2. Ensuring that young people play an active role in the programme and work towards a model of youth participation.
3. Communicate effectively and develop a rapport with young people.
4. Assist in the development of relationships with the relevant environmental agencies and National Governing Bodies.
5. Assist young people to express and realise their goals.
6. Enable young people to work effectively in groups.
7. Challenge oppressive behaviour in young people.
8. Provide information and support to young people.
9. Encourage young people to broaden their horizons and be active citizens.
10. Support young people in evaluating the outdoor education programme and the impact of outdoor education on their development.
11. Support young people in their understanding of risk and challenge through the medium of outdoor education and in taking action to address key issues in their lives.
12. Implement the Board's Child Protection and Outdoor Education policies and procedures and work with young people to safeguard their welfare and the welfare of others.
13. Carry out administrative duties within the outdoor education provision, under the direction of the Line Manager.

OTHER DUTIES

1. To carry out such duties, as may be assigned by the Line Manager, within the level of the post.

EDUCATION AND LIBRARY BOARDS

POST TITLE:	Youth Support Worker-in-Charge (Outdoor Education)
SALARY:	JNC Support Worker Range Pts 10 - 13
LOCATION:	
RESPONSIBLE FOR:	The development and delivery of key aspects of the agreed outdoor education programme, the management of appropriate staff/volunteers and the implementation of ELB/organisational policies.
RESPONSIBLE TO:	Warden, Nominated Youth Officer or Outdoor Education Instructor.
JOB PURPOSE:	To work directly with young people to develop their social education by providing outdoor education programmes. This post is for workers that have operational responsibility for outdoor education programmes/project. The post holder will be line managed by a nominated staff member listed above and will provide leadership and operational guidance.

MAIN DUTIES AND RESPONSIBILITIES

- 1.** To identify, prioritise and deliver a programme of outdoor education activities based on need, related to the 'Model for Effective Practice'.
- 2.** To provide leadership and support for a team of part-time outdoor education youth support workers and volunteers within the programme/project.
- 3.** Ensure that young people play an active role in the outdoor education programme and work towards a model of youth participation.
- 4.** Develop and maintain relationships with the relevant environmental agencies and National Governing Bodies.
- 5.** Provide information and support to young people to assist them to express and realise their goals and to work effectively in groups.
- 6.** Challenge oppressive behaviour in young people.
- 7.** Encourage young people to broaden their horizons and be active citizens.
- 8.** Monitor and evaluate the quality of outdoor education programmes, supporting young people in the evaluation of the activities and the impact of outdoor education on their development.
- 9.** Support young people in their understanding of risk and challenge through the medium of outdoor education and in taking action to address key issues in their lives.
- 10.** Implement the Board's Child Protection and Outdoor Education policies and procedures and work with young people to safeguard their welfare and the welfare of others.
- 11.** Be responsible for administration within the outdoor education programme/project, including effective record keeping and ensuring that the administrative requirements are met.
- 12.** As appropriate be involved in the induction and training of paid part time staff and volunteers.

OTHER DUTIES

- 1.** To carry out such duties, as may be assigned by the Line Manager, within the level of the post.

JNC ASSESSMENT MATRIX –Youth Support Worker Range (Outdoor Education)

	Assistant Youth Support Worker (Outdoor Education)	Youth Support Worker (Outdoor Education)	Youth Support Worker-in-Charge (Outdoor Education)
Points Range	1 - 4	4 - 7	10 - 13
Plan, implement and quality assure programmes	Limited/under direction	Independent action	Specific responsibility – under direction
Child Protection/the overall welfare and safety of young people	Implement policy	Implement policy	Responsibility for implementing policies within context of programme/project
Work with relevant agencies	Limited/Assist	Under direction	Specific responsibility – under direction
Administration	Limited/Assist	Under direction	Specific responsibility – under direction
Management of staff	None	Limited under direction	Specific responsibility – under direction
Managed by	YSW-in-charge (Outdoor education) or nominee	Warden, nominated youth officer, instructor or YSW-in- charge	Warden, nominated youth officer or instructor
Qualification level	Specific outdoor qualification plus induction training	Specific outdoor qualification plus OCN 2 & 3 or specified module	Specific outdoor qualification plus OCN 2 & 3 or specified module

JNC ASSESSMENT MATRIX – Professional Range (Outdoor Education)

	Instructor	Senior Instructor
Points Range	18 - 21	24 - 27
Managing and developing a range of services	Linked to services within the centre or outreach programmes	Substantial, contributes to the Development Plan for Outdoor Education, training, support and monitoring of outdoor programmes
Developing staff and facilities	Linked to services within the centre or outreach programmes	Substantial
Working with agencies to develop services across the community	Liaison with client groups and external agencies as required	Substantial links to external and internal agencies
Leading project development and implementation	To be actively involved in the development of centre-based and outreach programmes	Significant responsibility for the development of outdoor programmes, specialist provision and strategic operations
Management responsibility for staff	Line management responsibility up to 3 fte	Line management responsibility for 3 fte or more/responsibility for the management and operation of all centre and outreach activities in the absence of the Warden
Managed by	Senior Instructor/Warden/Senior Warden/ Designated Youth Officer	Warden/Senior Warden/Designated Youth Officer

**JNC FOR YOUTH AND COMMUNITY WORKERS
YOUTH SUPPORT WORKER RANGE**

ASSESSMENT AND APPEALS PROCEDURE

- Stage 1:** Generic job descriptions will be established for all full time and part time youth support worker posts within the agreed matrix, based on the key responsibilities noted in the national agreement.
- Stage 2:** The job descriptions will be distributed to each professional youth worker/line manager who has responsibility for this group of staff. The professional youth worker will assess existing job descriptions against the new generic job descriptions and the youth support worker matrix to determine an appropriate generic job description to be awarded to each post which falls within their area of responsibility.
- Stage 3:** Youth support workers will be provided with a copy of the appropriate matrix and assessed grade in writing and asked to sign up to the proposed generic job description.
- Stage 4:** Youth support workers who are not satisfied with the allocated job description and salary grade and who wish to appeal the initial decision can do so, in writing, to the professional youth workers line manager, who accompanied by a human resources representative will consider the appeal.. Appeals can be on the basis of a perceived mismatch between key elements of a person's job description and the proposed key duties of the generic job description.

The response should indicate specific reasons, related to the assessment matrix, under each of the key responsibilities, to justify consideration of an alternative grading:

- Plan, implement and quality assure programmes.
- Child Protection/the overall welfare and safety of young people.
- Work with relevant agencies.
- Administration.
- Management of staff.
- Managed by.
- Qualification level.

In addition, where a worker feels that duties exist that are not contained within the assessed current job description and where they are considered a requirement of the post, a written submission detailing those additional duties can be made to the Panel for consideration. Any information submitted in this regard must be endorsed by the individual worker's line manager and Head of Section.

The Panel on receipt of the information will write to the member of staff, inviting the youth support worker to attend a meeting with the Panel to discuss the grounds for the appeal giving 10 working days notice of the meeting. The youth support worker will be informed of their entitlement to be accompanied at the meeting by a trade union representative or work colleague. The youth support worker will be expected to make all reasonable efforts to attend the meeting.

Following the meeting the Panel will assess any additional duties or responsibilities against the Assessment Matrix and determine if they impact on the allocated generic job description/salary grade.

Appeals must be received in writing from the youth support worker no later than 10 working days after receipt of the original decision.

It is important to note that the following issues will not be admissible for appeal:

- appealing the contents of the generic job description;
- comparisons with other jobs and/or their rate of pay;
- reference to personality, performance or ability; and
- volume of work.

Stage 5: The findings of the Panel, with regards to the appeal, will be communicated to the youth support worker, who, if not satisfied at that point, can make a final appeal to the Head of Youth Services in the board in which they are employed, detailing the grounds for the appeal. This appeal must be received in writing no later than 10 working days after receipt of the result of the initial appeal. A second Appeals Panel, comprising a minimum of two Heads of Youth (who have not previously been involved) and one Human Resources Manager or their nominee will consider this appeal.

The Head of Youth Services will write to the youth support worker as soon as reasonably possible to invite the youth worker to attend the final appeal meeting with the Appeals Panel. The youth support worker will be informed of their entitlement to be accompanied at the meeting by a trade union representative or work colleague. The youth support worker will be expected to make all reasonable efforts to attend the meeting.

Following the meeting the Appeals Panel will consider the grounds for the appeal, the presentation made by the youth support worker and their representative and the documentation from the previous appeal when reaching their decision. The decision of this Panel will be communicated to the youth support worker within 5 working days and will be final and binding.

**JNC FOR YOUTH AND COMMUNITY WORKERS
SALARY SCALES W.E.F. 01.09.09**

**Youth and Community
Support Worker Range**

Pay Points	01.09.08 £	01.09.09 £
1	14,003	14,143
2	14,587	14,733
3	15,172	15,324
4	15,759	15,917
5	16,346	16,509
6	16,931	17,100
7	17,522	17,697
8	18,110	18,291
9	18,858	19,047
10	19,442	19,636
11	20,387	20,591
12	21,312	21,525
13	22,266	22,489
14	23,252	23,485
15	23,927	24,166
16	24,629	24,875
17	25,321	25,574

Professional Range

	01.09.08 £	01.09.09 £
11	20,387	20,591
12	21,312	21,525
13	22,266	22,489
14	23,252	23,485
15	23,927	24,166
16	24,629	24,875
17	25,321	25,574
18	26,019	26,279
19	26,708	26,975
20	27,399	27,673
21	28,179	28,461
22	29,061	29,352
23	29,920	30,219
24	30,783	31,091
25	31,651	31,968
26	32,522	32,847
27	33,392	33,726
28	34,270	34,613
29	35,145	35,496
30	36,017	36,377

Additions for longer training and/or higher qualifications

(Paragraph 21 of the JNC Report for Youth and Community Workers refers):-

This allowance was discontinued w.e.f. 1 September 2005. Individual Youth and Community Workers in post and in receipt of the addition on 31 August 2005 will continue to receive the addition on a protected basis as long as they continue in employment in their current post. The rate payable is £924. No further cost of living increases will be added to this figure.

JNC FOR YOUTH AND COMMUNITY WORKERS - SUPPORT WORKER RANGE

Post	Pay Point	Pay Scale w.e.f. 01.09.08	Pay Scale w.e.f. 01.09.09
Assistant Youth Support Worker	Points 1-4 Support Worker Range	1 - 14,003 2 - 14,587 3 - 15,172 4 - 15,759	1 - 14,143 2 - 14,733 3 - 15,324 4 - 15,917
Youth Support Worker	Points 4 - 7 Support Worker Range	4 - 15,759 5 - 16,346 6 - 16,931 7 - 17,522	4 - 15,917 5 - 16,509 6 - 17,100 7 - 17,697
Youth Support Worker-in-Charge [Centre -based]	Points 10 - 13 Support Worker Range	10 - 19,442 11 - 20,387 12 - 21,312 13 - 22,266	10 - 19,636 11 - 20,591 12 - 21,525 13 - 22,489
Youth Support Worker-in-Charge [Outreach]	Points 10 - 13 Support Worker Range	10 - 19,442 11 - 20,387 12 - 21,312 13 - 22,266	10 - 19,636 11 - 20,591 12 - 21,525 13 - 22,489
Youth Support Worker-in-Charge [Specialist]	Points 10 - 13 Support Worker Range	10 - 19,442 11 - 20,387 12 - 21,312 13 - 22,266	10 - 19,636 11 - 20,591 12 - 21,525 13 - 22,489

JNC FOR YOUTH AND COMMUNITY WORKERS - PROFESSIONAL RANGE

Post	Pay Point	Pay Scale w.e.f. 01.09.08	Pay Scale w.e.f. 01.09.09
Deputy Youth Worker	Points 17 - 20 Professional Range	17 - 25,321 18 - 26,019 19 - 26,708 20 - 27,399	17 - 25,574 18 - 26,279 19 - 26,975 20 - 27,673
Centre-Based Youth Worker I	Points 18 - 21 Professional Range	18 - 26,019 19 - 26,708 20 - 27,399 21 - 28,179	18 - 26,279 19 - 26,975 20 - 27,673 21 - 28,461
Area Youth Worker I	Points 18 - 21 Professional Range	18 - 26,019 19 - 26,708 20 - 27,399 21 - 28,179	18 - 26,279 19 - 26,975 20 - 27,673 21 - 28,461
Centre-Based Youth Worker II	Points 20 - 23 Professional Range	20 - 27,399 21 - 28,179 22 - 29,061 23 - 29,920	20 - 27,673 21 - 28,461 22 - 29,352 23 - 30,219
Area Youth Worker II	Points 20 - 23 Professional Range	20 - 27,399 21 - 28,179 22 - 29,061 23 - 29,920	20 - 27,673 21 - 28,461 22 - 29,352 23 - 30,219
Specialist Youth Development Worker	Points 20 - 23 Professional Range	20 - 27,399 21 - 28,179 22 - 29,061 23 - 29,920	20 - 27,673 21 - 28,461 22 - 29,352 23 - 30,219
Senior Youth Worker I [Centre-based]	Points 22 - 25 Professional Range	22 - 29,061 23 - 29,920 24 - 30,783 25 - 31,651	22 - 29,352 23 - 30,219 24 - 31,091 25 - 31,968
Senior Youth Worker I [Board-wide Specialism]	Points 22 - 25 Professional Range	22 - 29,061 23 - 29,920 24 - 30,783 25 - 31,651	22 - 29,352 23 - 30,219 24 - 31,091 25 - 31,968
Senior Youth Worker II [Divisional Responsibilities]	Points 24 - 27 Professional Range	24 - 30,783 25 - 31,651 26 - 32,522 27 - 33,392	24 - 31,091 25 - 31,968 26 - 32,847 27 - 33,726
Senior Youth Worker II [Team Leader]	Points 24 - 27 Professional Range	24 - 30,783 25 - 31,651 26 - 32,522 27 - 33,392	24 - 31,091 25 - 31,968 26 - 32,847 27 - 33,726