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Candidate Information Booklet

 Youth Support Worker

25 hours per week

(Ref: YSW25/11/17)



***“A project supported by the European Union’s PEACE IV Programme, managed by the Special EU Programmes Body (SEUPB).”***

Closing date for applications:

12 noon, 27th November 2017



**Job Description**

**Job Title**: Youth Support Worker

**Salary**: JNC Pt. 4 – 8 (starting at Pt.4) - £8.48 per hour

**Hours**: 25 hours per week **(The post is funded until March 2018)**

**Responsible to**: Senior Youth Worker in Charge

**Location**: New Lodge Youth Centre, Upper Meadow Street

**Main purpose of job:**

 The post holder will be responsible for the efficient and effective development, implementation, management, monitoring and evaluation of the Extended Hours Programme in New Lodge Youth Centre. Extended provision will focus on outreach youth work, late night opening and weekend provision.

 S/he will undertake duties under the direction of the Youth Worker in Charge and in line with the Education Authority’s strict guidelines and requirements. They will establish and maintain excellent working relationships with young people, the staff and volunteer team and management to ensure the effective delivery of the project. While duties will be primarily based in New Lodge Youth Centre, the post will include outreach work. The post holder will act as leader in charge in the absence of the full time Youth Worker in Charge (an acting up allowance will be paid). When acting up. S/he will have responsibility for the youth centre, including, supervision of staff, volunteers and young people.

 The post holder will work directly with young people to facilitate their personal, social, and educational development, and to enable them to gain a voice, influence and place in society.

**Job Duties**:

* Develop, implement, manage, monitor and evaluate the Extended Hours Programme.
* Coordinate a team of extended hours assistant youth support workers in the delivery of the programme.
* To take responsibility for the youth centre, supervision of staff, volunteers and young people during extended opening hours.
* Liaise with awarding bodies and oversee registrations, assessments and the verification of qualifications. Act as internal verifier where appropriate.
* Carry out administrative duties. Keep up to date and accurate records of all extended hours provision, including monitoring and evaluation of the programme, under the direction of the Youth Worker in charge and Centre Manager.
* Produce data and reports for use by the project management.
* To work in partnership with management and others to increase or sustain the provision of services through the submission of funding applications and the tendering of new contracts.
* To ensure accurate recording of all information related to the project, produce monthly progress reports against targets and attend management and multi-agency meetings as required.
* To work in conjunction with management to maintain quality systems including Salesforce, ISO and EFQM in order to ensure the full delivery of quality programmes to all user groups and to ensure that all standards and processes are being met for funders
* To work directly with young people to develop their social education by providing programmes of activities related to the ‘Model for Effective Practice’.
* Encourage a fun, positive, participative, youth-centered atmosphere ensuring that young people play an active role in the youth centre and work towards a model of youth participation.
* Communicate effectively and develop a rapport with young people.
* Positively challenge oppressive behavior in young people and assist them to express and realize their goals.
* Enable young people to work effectively in groups.
* Provide information and support to young people encouraging them to broaden their horizons and be active citizens.
* Support young people in their understanding of risk and challenge and in taking action to address key issues in their lives.
* Support young people in evaluating youth work activities and the impact of youth work on their development.
* To develop relationships with the wider community and external agencies to maximize opportunities for young people to actively participate in their community and wider society.

**Other duties**:

* Implement Ashton Community Trust’s Child Protection Policy and Equal Opportunities Policy and work with young people to safeguard their welfare and the welfare of others.
* Work with due regard for Ashton Community Trust’s core values and objectives.
* To carry out such duties, as may be assigned by the Youth Worker in Charge and Centre Manager, within the level of the post.
* Undertake training in order to develop work related skills and knowledge.
* Share best practice and achievements, and contribute to opportunities to present outcomes and case studies.

**Status of the Job Description**

This job description is not incorporated into the employee’s employment contract. It is intended as a guide and should not be viewed as an inflexible specification and it may be varied from time to time in the light of strategic developments following discussion with the post holder. The post holder will be expected to work to objectives agreed with the line manager.



**Person Specification**

**Youth Support Worker**

Ashton Community Trust reserves the right to only short-list applicants who can clearly demonstrate be providing personal and specific examples of the following criteria.

**Essential criteria:**

* A minimum OCN level 3 in ‘Youth Work-Programme Development’ or EA youth Support Worker Training or equivalent or higher.
* A proven track record of two years or more paid experience in development and delivery of effective youth work programmes in various youth work settings.
* Evidence of experience of coordinating and supervising a team of staff and volunteers.
* At least two years demonstrable experience of outreach and/or detached youth work.
* Experience and good knowledge of I.T and database systems including; ability to use MS Office (Word, Excel) Internet and Email.
* An understanding of the processes involved in the awarding of Open College Network qualifications.
* An ability to produce reports in keeping with funder guidelines.
* Excellent communication skills both written and oral.
* Child protection training in the last two years of the willingness to undertake child protection training prior to commencement.
* Able and willing to work unsociable hours including late nights, weekends and holidays.
* Ability to work under own initiative, including effective prioritisation of tasks ans ability to work to agreed aims and objectives.
* Ability to work in a team.
* An understanding of the issues facing children and young people from disadvantaged communities.
* Commitment to equality and challenging all forms of discrimination.

**Desirable criteria:**

* Experience in writing up and submission of funding applications and the tendering of new contracts.
* Experience of facilitating good relations work with young people.

**Guidance for Making your Application**

The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the essential/desirable criteria.

* The space available on the application form is the same for all applicants and must not be altered.
* Ashton Community Trust will not accept CV’s, letters, additional pages or any other supplementary material in place of or in addition to, completed application forms.
* Applicants must complete the application form in black typescript.
* Applicants must not reformat their application form.
* Information in support of your application will not be accepted after the closing date for receipt of applications.
* Relevant or equivalent qualifications – if you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied, etc. so the panel can make a well-informed decision.
* It is essential that all applicants demonstrate on their application form how and to what extent their experience and skills are relevant to this post and the extent to which they satisfy each of the essential and desirable criterion specified. If you do not provide sufficient detail, including the appropriate dates needed to meet the criteria, the selection panel will reject your application.
* The examples you provide should be concise and relevant to the criteria. This is very important as these may be discussed at interview and you may need to be prepared to talk about them in detail if you are invited to interview. It is your unique role that the panel are interested in, not that of your team or division.
* Ashton Community Trust will not make assumptions from the title of the applicants post or the nature of the organisation, as to the skills and experience gained.

**Application Form Submission**

* Completed applications can be submitted by:
	+ Email, post or delivered by hand to HR, Ashton Centre, 5 Churchill Street, Belfast, BT15 2BP.
* We will not accept incomplete application forms; application forms received after the closing deadline or reformatted application forms.
* Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to Ashton Community Trust to meet the required deadlines.
* Ashton Community Trust will not accept application forms where there has been a shortfall in postage.
* Should you have any queries please contact HR on 02890 322289.

**Interview Guidance for Applicants**

At interview, the selection panel will assess candidates against the competencies, qualifications and experience for the post.

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

* Talk through previous jobs from start to finish
* Provide generalised information as to your background and experience.
* Provide information that is not specifically relevant to the competence the question is designed to test.

A competence based interview does however require you to:

* Focus exclusively, in your responses, on your ability to fulfil the competences required for the effective performance in the role.
* Provide specific examples of your experience in relation to the required competence areas.

**Disability Requirements**

Ashton Community Trust will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form part of the selection process. If you are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up appointment. If you wish to discuss your disability requirements further, please contact HR on 02890 322289.

**Feedback**

Ashton Community Trust is committed to providing feedback in respect to decisions taken in determining eligibility/shortlisting as well as at interview. Feedback will be communicated on receipt of a written request.

**Equal Opportunities Monitoring Form**

**Please note this form is regarded as part of your application and failure to complete and return it will result in disqualification.**

The information is used for monitoring purposes only. All applications for employment are considered strictly on the basis of merit.

Ashton Community Trust complies with relevant Equal Opportunities legislation and policies.

Please complete the monitoring form and return in a separate envelope marked ‘Monitoring Officer’.

Prior to appointment with Ashton Community Trust the following will be required:

* Proof of qualifications
* Proof of eligibility to work in the UK
* Personal ID
* ACCESS NI check depending on role.

Ashton Community Trust complies with Access NI Code of Practice, which can be downloaded from <https://www.nidirect.gov.uk/sites/default/files/publications/accessni-code-of-practice.pdf>



**Confidential**

Ashton Community Trust

Ashton Centre

5 Churchill Street, Belfast BT15 2BP

**Employment Application Form**

Please complete this application form in black ink or typescript and return it on or before the closing date stated. Late applications will not be accepted. Only information provided on this application form will be considered by the panel. CV’s will not be accepted.

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| --- | --- | --- | --- |
| **Post applied for:** | Youth Support Worker(25 hrs per week)  | **Application Number:** | **YSW25/11/17** |
| **Closing Date and Time:** | 12.00 (noon) 27th November 2017 |

**Personal Details:**

|  |  |
| --- | --- |
| **Surname:** | **Telephone Number (Home):** |
|  |  |
| **Forename(s):** | **Telephone Number (Mobile):** |
|  |  |
| **Title:** | **Email Address:** |
|  |  |
| **Address:****Postcode:** | **NI Number:** |

**Relevant Qualifications or Professional Membership**

 (Please continue on a separate sheet of necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination level** **(for example, GCSE/’A’ Level/Degree/NVQ/** | **Subject(s)** | **Grade** | **Date Gained** |
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| **Professional Qualifications** | **Registration Body/Number** |  | **Date Gained** |
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**Employment History**

Please give details of jobs that you have held, starting with your present or most recent employer and work backwards, in chronological order. Include in this section any breaks in employment history for example, caring responsibilities, travelling or returning to study, registered unemployment and temporary/voluntary employment. (Please continue on a separate sheet if required)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of Employer and Nature of Business** | **From**  | **To** | **Job Title:** | **Final Salary and Reason for Leaving** |
|  |  |  |  |  |
| **Notice required if offered the position for which you have applied?** |

**Training**

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| --- |
| **Details of relevant training courses attended and awards achieved, including dates if appropriate** |
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**Suitability for this Position**

Please detail your suitability for this position under the relevant headings below, describing why you feel you are suited to the position for which you are applying, referring specifically to the job description and person specification.

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| **Essential Criteria** |
| **1.** **Please demonstrate to the panel evidence that you have a minimum of OCN level 3 in Youth Work – Programme Development or EA Youth Support Worker Training or equivalent or higher.** |
| **2.** **Please demonstrate to the panel your proven track record of two years or more paid experience in development and delivery of effective youth work programmes in various youth work settings.** |
| **3. Please provide the panel with evidence of experience of coordinating and supervising a team of staff and volunteers.** |

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| **4. Please provide evidence of at least two years demonstrable experience of outreach and/or detached youth work.** |
| **5. Please provide evidence of experience and good knowledge of I.T and database systems including MS Office (Word, Excel) Internet and Email.**  |
| **6. Please demonstrate your ability to form close working relationships and communicate effectively with young people, colleagues and others.** |
| **7. Please tell the panel of your understanding of the processes involved in the awarding of Open College Network Qualifications.** |
| **8. Please demonstrate your ability to produce reports in keeping with funder guidelines.** |
| **9. Please tell the panel of your communication skills, both oral and written.** |
| **10. Please demonstrate to the panel evidence of child protection training undertaken in the last 2 years or the willingness to undertake child protection training prior to commencement.**  |
| **11. Please demonstrate to the panel your willingness to be flexible in work patterns and to fulfil evening and weekend duties.** |
| **12. Please provide evidence of your ability to work under own initiative and within a team, including effective prioritisation of tasks and ability to work to agreed aims and objectives** |
| **13. Please provide evidence of your understanding of the issues facing children and young people from disadvantaged communities.** |
| **14. Please provide evidence of your commitment to equality and challenging all forms of discrimination.** |

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| **Desirable Criteria** |
| **1. Experience in writing up and submission of funding applications and the tendering of new contracts** |
| **1. Experience of facilitating good relations work with young people.** |

**Additional Information**

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| Bearing in mind the skills and abilities detailed within the personal specification, please use this section to explain why you are applying for the post and to detail any further information you feel would support your application. |

**PERSONAL INFORMATION**

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| --- | --- | --- |
| Do you require a work permit/visa to work in the UK? | Yes | No |
| If yes, do you hold a work permit/visa to work in the UK? |  |  |
| If yes, please state start and end dates and any restrictions on your continued residence or employment in the UK. If no, please explain why? |
| **Disclosure Certificate:** |
| Applicants are advised that in accordance with legislation a Disclosure Certificate check will be undertaken by Access NI to ensure that individuals who may pose a risk to children or vulnerable persons are not appointed |

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| ***Data Protection Act:*** |
| Under the Data Protection Act 1998, Ashton Community Trust is required to notify applicants and prospective employees on how their personal data will be processed and used. This application form, excluding the equal opportunities monitoring form, will be retained by Ashton Community trust for a maximum period of 12 months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record. Some of the data you provide is considered to be Sensitive Personal Data under the Data Protection Act 1998. This information will be used to assist us with recruitment monitoring. It will be held separately from application forms and will be retained for a three-year period under obligations arising from the NI Equality Legislation, it will also be held electronically.By signing this form you are giving consent to Ashton Community Trust to use this data in the way described above. |

***Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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| ***Personal Statement:*** |
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| Ashton Community Trust is an Equal Opportunities Employer. The Trust encourages applications from people with disabilities and will not preclude full consideration of your application as a result of your disability. In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities”. Do you consider yourself to have, or, have had a disability that is relevant to your job application? **Yes/No** If you have answered yes, is there anything we should know about your disability or requirements in order to: * Process your application fairly,
* Make any specific arrangements for your interview, and
* Make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post.

Provide details:  |

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**Private and Confidential**

The following pages will not be used as part of the selection process as they contain information that is strictly private and confidential.

|  |
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| ***Referees*** |
| Please give full details of two people (not relatives) that we can approach for references, one of which must be your current or most recent employer, if you have never been employed before please list details of someone who would know you in a voluntary or academic capacity. Please ensure that your referees are aware of this application, and, also, if you are providing us with their email address, that you obtain your referee’s permission to do so. References must be satisfactory to Ashton Community Trust |

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| --- |
| ***Reference*** |
| ***Name:*** |  |
| ***Occupation:*** |  |
| ***Full Address:*** |  |
| ***Telephone Number:*** |  |
| ***Email:*** |  |

|  |
| --- |
| ***Reference*** |
| ***Name:*** |  |
| ***Occupation*** |  |
| ***Full Address:*** |  |
| ***Telephone Number:*** |  |
| ***Email:*** |  |

I give Ashton Community Trust the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I have read and understood the requirements and particulars for the job, which have been supplied to me. I further understand that the job offer may be subject to the satisfactory outcome of references and/or a satisfactory Access NI Disclosure.

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| *I confirm that the information I have given is accurate and complete, as misleading or false statements will result in the withdrawal of the offer of employment, or if employed, dismissal.****Signed…………………………………………………Date…………………………………..*** |

**Strictly Private And Confidential Reference No. YSW/11/17**

**Disclosure of Criminal Convictions under the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979**

All applicants must complete this form and return in an envelope marked **confidential** to **Louise Beagan, McSweeney Centre, 29 Henry Place, Belfast, BT15 2BB.**

**Post:** Youth Support Worker

Please read the following information carefully and then answer the questions:

**Commitment for Fair Selection**

Ashton Community Trust is an Equal Opportunities Employer. Unprejudiced consideration will be given to all candidates for employment who declare criminal convictions unless the offence(s) is/are manifestly incompatible with the post in question. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing clients and employees. The information disclosed on the Disclosure of Criminal Convictions form or through an Access NI check will be considered in line with Ashton Community Trust’s Recruitment of Ex-Offenders Policy.

**Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979**

Because of the nature of the work you are applying for (staff employed by Ashton Community Trust will/may have substantial or unsupervised access to children and young people, older people and/or the mentally or physically disabled).

|  |  |  |
| --- | --- | --- |
| Is there any reason you cannot work in regulated activity with children or vulnerable adults | Yes | No |

If yes, please give details of date(s), offence(s) and sentence(s) passed:

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**Please provide any other information you feel is relevant:**

This may include a description of your circumstances at the time, how your situation may have changed, positive outcomes arising from the conviction such as training received during a period of custody and/or why we should disregard the conviction.

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If you are applying for a post which involves contact with either children, young people or vulnerable adults, please also confirm that you are not listed on either of the following lists (as appropriate)

I confirm that I am not listed on the children’s barred list Yes No

I confirm that I am not listed on the adult’s barred list Yes No

**Notice to Applicants**

Please place the completed form in the confidential envelope supplied, seal it and return the envelope with your application form. If you have downloaded your application form and will be emailing it, please place the Criminal Convictions form in a confidential envelope, stating that it is for the purposes of the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979 and post it for the attention of **Louise Beagan** please mark the envelope strictly confidential.

After the interview stage the selection panel will open the envelope of the candidate who received the highest score and separate arrangements will be made to discuss any criminal convictions. All other envelopes will be shredded.

I can confirm to the best of my knowledge, the information given on this form is true and complete.

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Warning: Failure to provide correct information may affect your application. We do not wish to exclude ex-offenders but we must ensure that the offence(s) that lead to conviction(s) is/are not manifestly incompatible with the post in question.

*****QF16/4*

**MONITORING FORM JOB REFERENCE NO: YSW/11/17**

**MONITORING QUESTIONNAIRE UNDER THE ASHTON COMMUNITY TRUST’S EQUAL OPPORTUNITY POLICY**

**IN CONFIDENCE, USED FOR STATISTICAL PURPOSES ONLY**

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_

**1 COMMUNITY BACKGROUND**

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am not a member of either the Protestant or the Roman Catholic

Community

**2**  **ETHNIC ORIGIN**

WhiteBlack Other

Irish TravellerChinese

Pakistani Indian

Black CaribbeanMixed Group

Black AfricanOther

**3** **GENDER**

Female Male

**4** **MARITAL STATUS**

Married Single Widowed Separated Cohabiting Civil

 Partnership

**5** **DISABILITY**

Under the *Disability Discrimination Act 1995* you are deemed to be a disabled person if you have cancer, multiple sclerosis or HIV infection.

Also, you are deemed to be a disabled person if you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

**Do you consider that you are a disabled person?**

Yes:  No: 

**If you answered “yes”, please indicate the nature of your impairment by ticking the appropriate box or boxes below:**

**Physical impairment**, such as difficulty using

your arms, or mobility issues requiring you to use

a wheelchair or crutches:

**Sensory impairment**, such as being blind or

having a serious visual impairment, or being deaf

or having a serious hearing impairment:

**Mental health condition**, such as depression

or schizophrenia:

**Learning disability or difficulty**, such as

Down’s Syndrome or dyslexia, or **Cognitive impairment**,

such as autistic spectrum disorder:

**Long-standing or progressive illness or health condition**,

such as cancer, HIV infection, diabetes, epilepsy or

chronic heart disease:

**Other** (please specify):

………………………………………………………………………

**When you have completed this questionnaire, please return it in the envelope provided to:**

**The Monitoring Officer,**

**ASHTON COMMUNITY TRUST,**

**5 CHURCHILL STREET, BELFAST BT15 2BP**

*Access to this information will be strictly controlled and will not be seen by the shortlisting panel. Monitoring will involve the use of statistical summaries of information in which identities of the individuals will not appear. The information will not be available for any other purposes other than equal opportunities monitoring. The information will subsequently be transferred to the monitoring system operated by the Monitoring Officer. There it will be strictly controlled in accordance with the Data Protection Code of Practice. Please note that it is an offence for any person to give false information to another who is seeking that information in order to make a monitoring return.*

