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Registered Charity No. – NIC101561

**Additional Programme Development Worker**

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|  | **JOB DESCRIPTION**  Post: Additional Programme Development Worker (This post will be offered initially on a temporary basis until 31st March 2018)  **This may be subject to extension or review by the Management Committee**  Location: St Teresa’s Youth Centre  Rate of pay: £8.75 - £9.73 per hour (JNC Youth Support Worker Range Pts 4 – 7)  Responsible to: Senior Youth Worker/Management Committee designate/Appointed Youth Support Worker-in-Charge  Responsible for: The development and delivery of the agreed programmes, projects, activities and events and the implementation of organisational policies  Hours: 20 hpw x 46 weeks per year  Job purpose: To work directly with young people to develop their social education by providing programmes of activities.  The post holder will be line managed by the Senior Youth Worker providing strategic leadership and operational guidance. The post may involve the development of youth work across a range of settings.  Main duties and responsibilities:  1. To identify, prioritise and deliver a programme of youth work activities based on need in the designated area, related to ‘A Model for Effective Practice’.  2. Provide information and support to young people to assist them to express and realise their goals and to work effectively in groups.  3. Challenge oppressive behaviour in young people.  4. Encourage young people to broaden their horizons and be active citizens.  5. Monitor and evaluate the quality of youth work activities, supporting young people in the evaluation of the activities and the impact of youth work on their development.  6. Support young people in their understanding of risk and challenge and in taking action to address key issues in their lives.  7. Implement the Management Committee’s Child Protection Policy and work with young people to safeguard their welfare and the welfare of others.  8. Be responsible for effective record keeping and ensuring that the administrative requirements of the Management Committee are met.  Other duties:  1. To carry out such duties, as may be assigned by the Line Manager, within the level of the post.  **PERSON SPECIFICATION QUALIFICATIONS AND EXPERIENCE**  Essential Applicants must at the closing date for applications:  1) Hold:  a) A Northern Ireland Youth Service Youth Support Worker Qualification; OR  b) An OCN Level 3 Introduction to Youth Work and Programme Development; OR  c) An equivalent youth work qualification  AND  2) Have one years’ experience of working in a youth work setting in a paid capacity;  Desirable:  It is desirable that applicants have by the closing date:  • Two years’ experience of working in a youth work setting in a paid capacity.    KNOWLEDGE:  1. Knowledge of the Youth Service Curriculum  2. Demonstrate a knowledge of issues affecting young people particularly in relation to health and well being  3. Knowledge of the needs of young people and personal development processes  SKILLS:  1. Understands various leadership styles required to be a member of a team  2. The ability to build and maintain relationships with young people while working to meet their needs through effective interpersonal and community skills  3. Be confident in the delivery of programmes in formal and non-formal settings  PERSONAL QUALITIES:  1. Be able to contribute to effective teamwork  2 . Be motivated  3 Be enthusiastic  DISCLOSURE OF CRIMINAL BACKGROUND:  If you have been appointed for a post that involves ‘regulated activity’ under the Safeguarding Vulnerable Groups (NI) Order 2007, the Management Committee will be required to undertake an Enhanced Disclosure of Criminal Background. Please note that you **WILL** be expected to meet the cost of an Enhanced Disclosure Certificate, which is currently £33.  Details of how to make payment will be sent to you at the pre-employment stage.  Further details in relation to legislative requirements can be accessed on www.nidirect.gov.uk/vetting or [www.dojni.gov.uk/accessni](http://www.dojni.gov.uk/accessni)  REFERENCES:  This appointment will be subject to satisfactory references being received. One reference should be from a person who is able to comment on your suitability to work with children/young people in an educational setting. The Management Committee will seek references from present/previous employers for posts involving ‘regulated activity’.  TEMPORARY CONTRACT:  The temporary contract will end on the due date or earlier, by one week’s notice in writing, if the Management Committee, for any valid reason, so decides. No period of notice other than that implicit in the contract will be required to bring the contract to an end on that date. Any appointee who currently holds a substantive post with the Management Committee and accepts a temporary promotion, acting-up, secondment, etc., will have an underlying guarantee in respect of continuity of employment rights in their previous substantive post/grade.  MOBILITY CLAUSE:  The post will be located in St Teresa’s Youth Centre or at any alternative premises as may be reasonably required.  It is essential that you fully describe in the application form how you meet the criteria sought.  Please provide detailed information against each requirement, providing dates and ensuring that where requirements are time bounded (eg. 1 year within the last 5 years) you provide detail and dates that fully satisfy the requirement.  It is not appropriate to simply list the various posts that you have held.  Assumptions will not be made from the title of your post.  Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.  Canvassing will disqualify.  LATE, FAXED OR EMAILED APPLICATION FORMS WILL NOT BE ACCEPTED.  **Closing Date for Applications is 12 noon on Thursday 19th October 2017**  Please complete and return your application form and Equal Opportunities Questionnaire by post/hand delivering to the Secretary of the Management Committee, c/o St Teresa’s Youth Centre, 131a Glen Road, Belfast, BT11 8BL.   |  | | --- | |  | |
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