



**Post of**

**Youth Support Worker**

(Part-time)

**Job Specification & Job Description**

**Including Eligibility Criteria and Appointment Notes**

**Job Ref: YSW08.17**

Enable, 162 Portadown Road, Richhill, Co. Armagh, BT61 9LJ

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“A charity registered with the Inland Revenue No: XR33720;

Company Limited by Guarantee, No: NI62968”

**JOB SPECIFICATION -** **Youth Support Worker - Job Ref YSW08.17**

**3 hrs per week x 3 posts**

**Location – (Newry/Craigavon/Dungannon)**

**1.0 INTRODUCTION**

1.1 Completed application forms must clearly demonstrate the qualifications, experience and skills sought, and must be returned to ENABLE before **4pm on Wednesday 30th August 2017.**

1.2 CV’s or other supplementary material will not be accepted in place of, or in addition to, completed application forms.

**1.3 It is anticipated that interviews will be held on w/c 4th September 2017.**

**2.0 BACKGROUND**

2.1 ENABLE is a local voluntary organisation that promotes choice and opportunity for people with a learning disability throughout the Southern Area incorporating Armagh & Dungannon, Craigavon & Banbridge and Newry & Mourne. ENABLE aims to improve the quality of life of individuals with a disability, enabling them to participate in the community and have meaningful opportunities whilst facilitating periods of respite for carers. We offer a wide range of projects and services for people with a learning disability; promoting social, recreational and educational opportunities. We believe that everyone is an individual and has the right to live a fulfilling and meaningful life.”

We are a firmly established and rapidly growing organisation currently supporting more than 300 children and adults with a learning disability and their families.

We deliver our projects and services almost entirely with support from volunteers who spend their time facilitating young people and adults, who due to their disability are unable to access ordinary day to day activities that many people take for granted.

A 10-member Executive Committee oversee the management of the Organisation.

**3.0 LOCATION**

The successful candidate should expect to be based at youth club venue within the Southern Trust area and work as and when required from the central administrative offices in Richhill.

**4.0 DUTIES AND RESPONSIBILITIES**

4.1 **PURPOSE OF THE JOB**

Responsible for:

The delivery of key aspects of the incredABLE Together programme in collaboration with the Youth leader in Charge

Job purpose:

To work directly with young people and assist in the development of their social education by helping to deliver programmes of activities. This post is for staff appointed to undertake key duties, under the direction of a Worker-in-Charge.

**4.2** **JOB DESCRIPTION - KEY RESPONSIBILITIES**

1. To work directly with young people to develop their social education by delivering programmes of activities, related to the Youth Service NI ‘Model for Effective Practice’.

2. Ensuring that young people play an active role in the youth group 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 wider community and external agencies.

5. Assist young people to express and realise their goals.

6. Enable young people to work effectively in groups.

7. Provide information and support to young people empowering them to engage in positive activities.

8 Encourage young people to broaden their horizons and be active citizens.

9. Support young people in evaluating youth work activities and the impact of youth work on their development.

10. Implement the programme’s Safeguarding Policy and work with young people to safeguard their welfare and the welfare of others.

13. Carry out administrative duties within the programme, under the direction of the Line Manager.

14. To attend planning and staff meetings as required (the hours of employment include time in each session for planning and evaluation).

15. To undertake training appropriate to the role (as identified by the line manager)

16. To undertake any other additional duties commensurate with the Post agreed with the line manager.

Any other duties that may be deemed necessary as part of the incredABLE Together programme**5.0 PERSONNEL SPECIFICATION**

**5.1 Eligibility Criteria**

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| --- | --- | --- |
| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| 1. Education and Training. | GCSE Maths & English or equivalent (A) | Hold local youth work qualifications–  local youth work qualification would be recognised as successful completion of OCN Introduction to Youth Work (Level 2) or equivalent or higher. (A) |
| 2. Relevant Experience. | Experience of working with young people and / or marginalised groups. (A) | Experience of working with young people with a disability.(A) |
| 3. Knowledge. | A knowledge and understanding of the Youth Work Curriculum (I) | Knowledge of social issues facing young people. (I)  Knowledge & understanding of disability issues. (I) |
| 4. Skills & Abilities. | Ability to meet the transport requirements of the post (travel to and from youth club venue). (A)  Able to work occasional unsociable hours including evenings and weekends. (I)  Committed to Equality of Opportunities. (I)  Open-minded, caring and enthusiastic. (I)  Demonstrates enthusiasm and commitment. (I) |  |

**5.2 Short listing Criteria**

Short listing will be carried out in respect of the Essential Criteria but in the case of a large number of applicants we reserve the right to enhance the short listing criteria to include the Desirable attributes.

Key-

(A) Essential and desirable criteria assessed through application form

(I) Essential and desirable criteria assessed through Interview

**Please Note:**

**Only those applicants, who appear, from the available information as provided in a returned application form, to be most suitable, in terms of relevant skills, experience and ability will be invited to interview. It is therefore essential that you fully describe in the application form how you meet the experience and qualities sought. It is not appropriate simply to list the various posts that you have held. Assumptions will not be made from the title of posting(s) as to the skills and experience you may or may not have gained. Applications that do not provide the necessary detailed information in relation to each of the stated criteria will be rejected.**

**6.0 APPOINTMENT NOTES**

6.1 **The above post(s) are available on a temporary part-time basis.** The appointment will be to ENABLE NI. All appointments are subject to the satisfactory completion of a 6-month probationary period.

6.2 The successful candidate(s) will start on an hourly rate of £8.07 per hour (depending on qualifications) based on 3 hours per week.

6.3 The working week is 3 hours excluding meal breaks. (Actual working hours / day to be negotiated) However, as part of the normal contract of employment, appointees will be required to work variable hours, including evenings, at weekends or on Public Holidays.

6.4 The successful candidate will be given suitable training, including on-the-job training and formal specialised courses as necessary. Financial assistance with approved studies may be available.

**7.0 GENERAL INFORMATION**

7.1 Enable is committed to equality of opportunity in employment and welcomes applications from all suitably qualified candidates irrespective of religious belief, gender, disability, race, political opinion, age, marital status, sexual orientation or whether or not they have dependents. All applications for employment will be considered on the basis of merit. To demonstrate our commitment to equality in employment we need to monitor the community background of all employees and job applicants as required by The Fair Employment and Treatment (NI) Order 1998. Therefore we require all job applicants to complete and return a Monitoring Questionnaire in a sealed envelope. Personnel involved in either the short-listing or interview selection processes will not see its contents. If you do not complete this questionnaire, and return it with your completed and signed Application Form, we will not be able to process your application to the next stage of selection.

7.2 A detailed Contract of Employment will be issued to the successful candidate within 8 weeks from the date of commencing work.

7.3 **THIS CORRESPONDENCE SHOULD NOT BE TAKEN AS CONSTITUTING THE PROPER TERMS AND CONDITIONS OF EMPLOYMENT FOR THIS POST**.