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**St. Comgall’s Youth Club**

3 Oriel Road

Antrim, BT41 4HP.

**T: 028 9442 8016**

**E:** stcomgallsyc@outlook.com

**www.stcomgallsyc.com**

Dear Applicant,

Thank you for showing interest in our Youth Support Worker in Charge vacancy. Please find enclosed the following:

* **Background Information**
* **Job Description**
* **Personnel Specification**
* **Application Form**
* **Disclosure of Criminal Convictions Form; and**
* **Equal Opportunity Monitoring Form**

Applicants should ensure that their application form clearly reflects examples of how they meet the criteria outlined in the relevant person specification.

The closing date for receipt of completed applications is **Friday 5 May at 12 noon**. Applications will be accepted by post or handed into the Parish Office at the following address:

 c/o 3 Oriel Road

 Antrim

 BT41 4HP

Also by email to the following address

 parishoffice@antrimparish.co.uk - F.A.O Mr Gary Toney

Applicants are responsible for ensuring that their application meets the deadline.

**Please ensure that you include a valid email address as we will be corresponding with all applicants via email following shortlisting.**

**St. Comgall’s Youth Club reserves the right to hold a short list of successful candidates if a similar post arises within 12 months.**

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**About the Club:**

St. Comgall’s Youth Club is a voluntary youth centre belonging to the Parish of Antrim. Operating for over 40 years, its purpose is to further the personal, social, educational and spiritual development of all children and young people without distinction, with the object of enriching their lives in a safe and appropriate environment and, to encourage children and young people to have active and responsible participation in their community and society.

**POST:** Youth Support Worker in Charge

**LOCATION:** St Comgall’s Youth Club

 C/o 3 Oriel Road

Antrim

BT41 4HP

**REQUIREMENTS:** Applicants must at the closing date hold BSc Hons Degree in Community Youth Work or at a minimum EANI Youth Support Worker Qualification (formerly known as OCN Level 2 Introduction to Youth Work and Level 3 Youth Work Programme Development). Applicants must also have a minimum of two years’ experience in a youth work setting.

 Preference may be given to those applicants who at the closing date have experience in centre based youth work.

**The panel reserves the right to enhance these criteria.**

**DUTIES:** See attached

**PROBATIONARY** 6 months, after which time and depending upon successful performance

**PERIOD:** the candidate will be confirmed into the post.

**HOURS: 20 hours per week**

**HOURLY RATE:** JNC Youth Workers Pay Points 10 – 13 (£19485 - £22321 pro-rata)

**This post is subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. The successful applicant will require an enhanced disclosure check.**

** Job Description**

**Job Description:** Youth Support Worker-in-Charge (Youth Club-based)

**Responsible to:** The Management Committee

**Responsible for:** The development and delivery of the agreed unit programme, the management of appropriate staff/volunteers and the implementation of St Comgall’s organisational policies.

**Job purpose:** The Youth Worker will have general responsibility for the management of the Youth Club and will maximise the use of the Youth Club by young people for agreed purposes, in line with organisational policies. **It will be the overarching responsibility of the Youth Worker at all times and in all circumstances to actively protect, uphold, foster and promote the basic aims and objectives of the Youth Club as a faith-based pastoral outreach to the children and young people of the district in which it is situated as is envisaged by and set out in the Youth Club’s Constitution.**

**DUTIES & RESPONSIBILITIES**

1. **Managing & Developing a Range of Services at Unit Level**

1.1 To work directly with young people by assessing their needs and providing an agreed programme of activities designed to meet those needs, in line with the Youth Service Curriculum for Northern Ireland and the ethos of the Youth Club.

1.2 To develop an Annual Action Plan for the unit and actively contribute to the overall strategic plan for the Youth Service.

1.3 To ensure the active participation of young people in the youth work programme and in the management of the Youth Club and for that purpose to organise resources so that a service which establishes contact with, listens to, befriend, advises, counsels, supports and advocates on behalf of members, is available, in keeping with the Youth Club’s objectives Provided that should any such service so provided in any way conflict with the ethos, aims and objectives of the Youth Club, this shall be regarded by the Management Committee as gross misconduct.

* 1. In consultation with the Management Committee and to ensure that objectives are achieved through implementation, monitoring and self-evaluation of agreed work programmes and as part of this task to design and operate a system of involvement and participation of the members in all aspects of the Youth Club’s life in ways which reflect their needs, desires and abilities at different stages of their development. Such a system must be designed on staff development principles which include induction, training, supervision/support and evaluation elements.
	2. To encourage and participate in the residential and outdoor education elements of the programme.
	3. To promote and develop inter-community activities and for this purpose to assess the needs of, to stimulate interest in, involve the Youth Club in responses to and seek resources for the development of community life in the locality and on the basis of this, to develop a programme of Youth Club involvement in the community generally and in particular in cross-community activities and initiatives.
	4. To be responsible to the Chairperson or his appointee or the line manager if appointed for all management, administration and financial matters relevant to the Youth Club.

**2. Developing Staff and Facilities at Unit Level**

2.1 To work with staff and volunteers to develop, implement, manage and evaluate programmes of activities, services and facilities in line with the agreed priorities for the Youth Club.

2.2 To ensure the induction, motivation, development, training, deployment and discipline of all Youth Club staff (paid and voluntary).

**3. Working with Agencies to Develop Services across the Community at Unit Level**

3.1 To work with relevant agencies to develop services within the Youth Club and at local community level.

**4. Leading Project Development and Implementation**

4.1 In line with agreed priorities to design and implement specific curriculum related projects in the Youth Club.

**5. Management Responsibility for Staff**

* 1. To supervise all staff, paid or voluntary, retained by the Youth Club including

 the management and allocation of duties of such staff.

**6. Administration and Finance**

6.1 To draw up and implement a curriculum based on the “Model for Effective Practice” (1999) and ‘Priorities for Youth’ (DENI) and which fulfils the policy of the Youth Club and reflects its ethos as mentioned above.

6.2 To be responsible generally for the day to day management and administration of the Youth Club and its staff, activities, services and facilities. In particular, and without prejudice to the generality of the foregoing, to see to it that all policies and procedures of the Management Committee and Parish of Antrim in regard to the Safeguarding and Protection of Children are in place and at all times strictly adhered to and enforced as the case may be, as well as all other policies and procedures relevant to the operation and maintenance of the Youth Club applicable from time to time.

6.3 In relation to budget control, to ensure that the Youth Club stays within its budget as set for it by the Management Committee and to undertake and see to the undertaking of such fund-raising activities and to raise such funds, by way of grant applications and other fund-raising events, as are necessary to ensure that the Youth Club has sufficient financial resources to meet its running costs and the cost of all projects undertaken and managed by the Youth Club.

6.4 In relation to record keeping, this duty will include among others from time to time required by the Management Committee and/or the EANI or other funders the following:- maintaining a Diary, a calendar of forthcoming events, an accident book as required by the Youth Club’s insurance company, staff and member attendance records, all staff rotas, completion and return to the EANI of all forms and returns required by it, and by and the Management Committee, records of Youth Club income and expenditure, inventories, records of information on staff and membership and minutes of staff and other meetings required to be kept by the Management Committee, and to liaise with and assist the Treasurer and Secretary of the Management Committee respectively for said purposes as required by them.

6.5 In relation to health and safety issues, to be familiar with and ensure the enforcement of the requirements of the Health and Safety Legislation as it applies to Youth Clubs and the Youth Service in general and to see to it that such requirements are always fulfilled in the Youth Club and in all aspects of the curriculum, including the use of IT facilities and social media. The Worker will see to it that copies of the Youth Club’s Health and Safety and Child Protection Policies are displayed both in the Youth Club and wherever the Youth Club is involved.

6.6 In relation to security, to see to it that the premises are kept secure during youth club hours and to report any damages / maintenance issues to either the Management Committee through the Chairperson and or the Management of the Building through the Parish reporting Policy.

6.7. To communicate with all relevant persons, in person, by phone and in writing so as to ensure the competent delivery of the curriculum.

**Pay Scale 2016/17**

JNC Youth Workers Pay Points 10 – 13: £10.10 - £11.57 (£19485.83 - £22321.89 pro-rata)

Person Specification

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| **Skills** |
| **Requirement** | **Essential /Desirable** | **Measurements** |
| Ability to work and communicate effectively with young people and adults | Essential | From the application form, Probing at interview |
| Ability to lead, develop and support staff | Essential | From the application form, Probing at interview |
| Group work skills | Essential | From the application form, Probing at interview |
| Ability to support and motivate others | Essential | From the application form, Probing at interview |

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| **Knowledge** |
| **Requirement** | **Essential /Desirable** | **Measurements** |
| Understanding of issues affecting young people | Essential | From the application form, Probing at interview |
| Understanding of Health & Safety issues | Essential | From the application form, Probing at interview |
| Understanding of Accredited Learning Programmes. | Essential | From the application form, Probing at interview |

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| **Experience** |
| **Requirement** | **Essential /Desirable** | **Measurements** |
| Previous experience of engaging and working with young people. | Essential | From the application form, Probing at interview |
| Experience of managing people, resources or projects | Essential | From the application form, Probing at interview |
| Developing youth work/unit programmes. | Essential | From the application form, Probing at interview |
| Experience of administrative and financial systems | Desirable | From the application form, Probing at interview |

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| **Qualifications** |
| **Requirement** | **Essential /Desirable** | **Measurements** |
| BSc Hons Degree Community Youth Work | Desirable | From the application form, Probing at interview |
| NVQ 3 Diploma in Youth Work or equivilant (OCN levels) | Essential | From the application form, Probing at interview |

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| **Equalities** |
| **Requirement** | **Essential /Desirable** | **Measurements** |
| Understanding and commitment to Equal Opportunities policies. | Essential | From the application form, Probing at interview |
| Evidence of challenging discrimination, or implementing equal opportunities with young people | Desirable | From the application form, Probing at interview |

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| **Other** |
| **Requirement** | **Essential /Desirable** | **Measurements** |
| A willingness to undertake appropriate training | Essential | From the application form, Probing at interview |
| Have access to a car or other suitable form of transport which will enable you to carry out the requirements of the job | Desirable | Documentary evidence, probing at interview |

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| **ST. COMGALL’S YOUTH CLUB****APPLICATION FOR EMPLOYMENT** |

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For office use only

**Job Reference No:**

**Applicant reference No:**

**The Parish of Antrim**

Please complete this application form using **BLACK INK** or **TYPE**. All sections of the form must be completed and be legible. Non-completion of any section of the form may result in rejection of your application. A continuation sheet can be used unless otherwise stated. CVs are not accepted and will not be considered unless otherwise stated. If requested, application forms can be provided on disc or in large print. Applications received after the closing date and time will not be considered. Canvassing will disqualify.

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| **Personal Details** |
| Title: (Mr, Mrs, Ms, Miss, Dr etc) |  |
| Forenames: |  |
| Preferred Name: |  |
| Surname: |  |
| Home telephone number: |  |
| Mobile telephone number: |  |
| Preferred contact telephone number: |  |
| Email address: |  |
| Home address: |  |
| Home address continued: |  |
| Town: |  |
| County: |  |
| Postcode: |  |

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| **Referees** |

Please name two referees (not relatives) at least one of whom should have knowledge of your present work and be in a supervisory/managerial capacity. (Please note that one of these references needs to be from your previous employer).

If you have recently qualified in Youth Work, you must provide the name and contact address of the Practice Teacher responsible for your final placement as your character reference. The prior consent of referees must be obtained before using their names. References will only be contacted if an offer of employment is made.

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| --- | --- | --- | --- |
| **Referee 1** | **Employer** | **Referee 2** | **Character Reference** |
| Name: |  | Name: |  |
| Job Title: |  | Job Title: |  |
| Organisation: |  | Organisation: |  |
| Address: |  | Address: |  |
| Town: |  | Town: |  |
| Postcode: |  | Postcode: |  |
| Contact Tel No: |  | Contact Tel No: |  |
| Email: |  | Email: |  |

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| **Education (e.g. GCSE / O-Level / A-Level / NVQ)** |

Please give details of any qualifications you have obtained below. If putting forward an equivalent qualification, please provide the type of qualification and date awarded. 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 that a decision can be made.

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| **Year** | **Qualification** | **Subject** | **Mark or Grade** |
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| **Further Education (eg HND / Degree / Masters)** |

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| **Degree/Diploma/Certificate** | **Result and Date Obtained** | **Exams to be taken** |
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| **Membership of Professional Bodies (eg Nursing, Social Care, Management, CIPD, Finance, Teaching)** |

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| --- | --- | --- | --- |
| **Professional Body** | **Level** | **Registration No** | **By Examination****YES/NO** |
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| **Details of other Relevant Accreditation/Qualifications/Training** |

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| **Details** | **Result and Date Obtained** | **Awarding Body Name** |
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| **Employment Record** |

Bearing in mind the post you are applying for, please give details of all posts you have held since leaving full-time education, **starting with the most recent**. Please feel free to include any voluntary roles. Use additional paper if necessary.

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| **Employer 1** (Present or most recent post) |
| Name of Organisation |  |
| Address: |  | Salary/Wages: |  |
| Type of business: |  | Reason for leaving: |  |
| Position Held: |  | Notice period required: |  |
| Main Duties and Responsibilities: |
| Dates of Employment | From:  | To:  |

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| **Employer 2** |
| Name of Organisation |  |
| Address: |  | Type of business: |  |
| Position Held: |  |
| Reason for leaving |  |
| Main Duties: |
| Dates of Employment | From: | To: |

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| **Employer 3** |
| Name of Organisation |  |
| Address: |  | Type of business: |  |
| Position Held: |  |
| Reason for leaving |  |
| Main Duties: |
| Dates of Employment | From: | To: |

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| **Employer 4** |
| Name of Organisation |  |
| Address: |  | Type of business: |  |
| Position Held: |  |
| Reason for leaving |  |
| Main Duties: |
| Dates of Employment | From: | To: |

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| **Essential & Desirable Criteria** |

As part of the application process you are required to provide specific examples of how you meet the **Essential** and **Desirable** criteria. The information you provide will be used for shortlisting so please answer the question as fully as possible. **Be specific** **with your examples** and answer all parts of the question. Failure to provide sufficient information/detail may mean that your application will not be shortlisted. You may not use additional sheets.

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| **DISCLOSURE OF CRIMINAL CONVICTIONS** |

Under the Rehabilitation of Offenders (Exceptions) Order Northern Ireland, 1979, some posts are included in the list of excepted employments. As such, any criminal conviction may never be regarded as spent and must be disclosed when applying for a post.

**IT IS NECESSARY THEREFORE TO ASK THE FOLLOWING QUESTIONS:**

1. HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OFFENCE WHICH IS NOT

CONSIDERED A SPENT CONVICTION? **YES / NO**

 **B)** HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OFFENCE**? YES / NO**

**If YES please give details:**

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| **DECLARATION AND SIGNATURE** |
| I understand and accept that the particulars given are complete and correct to the best of my knowledge. Any candidate found to have given false information or to have wilfully suppressed any material will be liable to disqualification and if appointed, dismissal. |
| **USUAL SIGNATURE:** | **DATE:** |

**TO ALL JOB APPLICANTS**

**In keeping with our equality of opportunity, we require you to provide some information as shown below. The information that you are asked to supply will be treated in the strictest confidence and protected from misuse. It will be used only for monitoring our equality of opportunity in employment policy.**

**Please tick the appropriate line in each section.**

**Community Section**

|  |  |
| --- | --- |
| **(a) I am a member of the Protestant Community**  |  |
| **(b) I am a member of the Roman Catholic Community** |  |
| **(c) I am a member of neither the Protestant or the Roman Catholic Community**  |  |

**If you have ticked C please give the name and address of the primary school in Northern Ireland which you have attended for the longest time**

**Name of School** ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address of School**  ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Gender Section**

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| **(a) I am female** |  |
| **(b) I am male**  |  |

**Marital Status Section**

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| --- | --- |
| **(a) I am single**  |  |
| **(b) I am married (including common law)** |  |
| **(c) I am divorced/separated**  |  |

**DO NOT PUT YOUR NAME ON THIS FORM**

**Put the form in the envelope marked Monitoring Officer, seal the envelope and return it with your application form**

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| **Application Ref No**  |