

DICE (Developing Individual Capacity for Everyone) Project

June 2017

Dear Applicant

***Post of Part-Time Project Youth Worker –*** DICE (Developing Individual Capacity for Everyone) Project

Thank you for your enquiry in connection with the above position.

Enclosed in this information pack is an application form, an equal opportunities monitoring form, a job description and personnel specification criteria. If any of these items are missing from your pack please contact us immediately.

The closing date for receipt of applications is Monday 3rd July 2017 at 12pm. Applications received after this deadline will not be accepted.

Please return your completed application form *and* Equal Opportunities form information to:

North Down Community Network, Community Hub, Flagship Centre, Main Street, Bangor, Co. Down. Or NDCN 5 Castle Park Road, Bangor, BT20 4TF or email to :garethdice@ndcn.co.uk

(***If you do not*** receive an reply confirming your email has been received, you must contact us by phone on 028 9146 1386.)

Please note that we will only accept applications made on the enclosed application form and that CVs will not be considered.

Please also note that shortlisting will be undertaken on the basis of the enclosed personnel specification. You should therefore address all the criteria listed in the personnel specification when completing the section "additional information" on the application form. The personnel specification sets out both the essential criteria and the desirable criteria. You should clearly demonstrate in your application form, by reference to examples/evidence, how you believe you meet each individual element of the essential and desirable criteria as appropriate. Shortlisting will be followed by interviews.

I would like to take this opportunity to thank you for your interest in the work of the DICE Project and on behalf of North Down Community Network we look forward to receiving your completed application form.

Yours Sincerely

Gareth McCluskey

DICE Project Co-Ordinator

**Youth Worker - DICE Project**

**Job Description**

Job title: Project Youth Worker

Location: North Down Community Network

Responsible to: DICE Project Co-ordinator

Hours: 16 hours per week (with possible increase of up to 24 hours per week)

Salary: £ 17,161 (NJC Scale 18) pro rata

Term: Fixed until 28th October 2017 with potential for extension subject to funding.

Holidays: 28 days (pro rata) plus 11 statutory days (pro rata)

Probation Period: 3 months

Notice: The appointment is terminable by one month’s written notice on either side.

**Job Summary:**

Reporting directly to the Project Co-ordinator, the post holder will be responsible for the following:

* Recruitment of project participants;
* Development of content and facilitation of activities and programmes within the project;
* Facilitating non-accredited Informal Educational elements of the project;
* Supporting the ongoing consultation of participants as the project develops; and
* Liaising with community partners and other project staff towards the achievement of project objectives and outcomes.

**Duties and responsibilities**

1. To confidently manage and establish positive relationships with individual and groups of “at risk” young people. **Please note that although not an exhaustive list, ‘at risk’ young people young people includes young people involved in anti-social behaviour, young people at risk of experiencing coercion in their communities, young people at risk of becoming involved in criminality, young people with caring responsibilities, young people with low levels of self-esteem, confidence, a lack of aspiration and underachievement in education, etc.**

2. To work directly with various community partners and organisations to maximize the extent and value of partnership working.

3. To work with young people aged 10-16 years old from a range of backgrounds and with a range of needs.

4. Effectively communicate at all levels, orally and in writing, with a range of audiences.

5. To work alongside other team members and provide guidance and support to young leaders and volunteers.

6. To attend training and development events where required.

7. To be able to work from your own initiative including being flexible to meet the needs of the young people.

8. To work alongside a range of Youth Workers, Volunteers, Young Leaders and facilitators from all youth stakeholder organisations to deliver activities.

9. To promote community cohesion, inclusion, development and functioning relationships between young people across North Down.

10. To ensure the participation of young people in activities and that their ideas contribute fully in the delivery and evaluation of activities.

11. To understand and adhere to North Down Community Network’s policies and procedures at all times, with particular emphasis on Equal Opportunities, Health and Safety, and Safeguarding.

12. To promote and safeguard the welfare of children and young people at all times.

13. To monitor, record and evaluate sessions in accordance with North Down Community Network’s systems and BIG Lottery Fund requirements.

14. To be an active member of the team and operate in line with North Down Community Network’s values and principles.

15. To promote a positive image of North Down Community Network through your work with children and young people.

**General**

Participate in staff training and development activities to update and enhance knowledge, skills and competence required to fulfill the role in full.

Undertake the duties in such a way as to enhance and promote the positive reputation of the DICE Project and North Down Community Network.

This position is subject to satisfactory references and Access NI clearance.

**Youth Worker - DICE Project**

**Personnel Specification**

**Essential Criteria:**

Experience

1. Have a minimum of Level 3 Youth Work Qualification or equivalent.
2. A minimum of at least two years’ experience of youth engagement and youth work within a community setting, within the past five years.
3. Knowledge and understanding of youth work, related public policy, and the engagement of at risk young people.
4. Experience of engaging with and recruiting local community stakeholders, particularly young people.
5. Experience working with multiple stakeholders across a range of sectors to achieve shared outcomes.

Knowledge

1. An understanding of the role of the voluntary and community sector in the North Down area and the environment in which they operate.
2. Knowledge of social media channels to facilitate promotion of the project and its related activities.
3. Knowledge of child protection legislation and policy that covers work with at risk and vulnerable young people.

Skills and Abilities

1. Ability to communicate effectively both orally and in writing for internal and external audiences.
2. Ability to prepare and deliver briefing/information sessions.
3. The ability to demonstrate a strong client and service delivery focus.
4. Facilitation and group work skills.
5. Planning, design and facilitation of tailored Informal Education sessions.
6. Ability to work effectively as part of a team and as an individual.
7. Highly developed administrative and organisational skills, and the ability to use computer software, e.g. Microsoft Word, PowerPoint and Excel.

General

1. Willingness to work unsociable hours at times, and to attend evening and weekend meetings / residential activities as appropriate.
2. Valid driving licence and access to transport.

**Desirable Criteria:**

Experience

1. Third level education in Youth Work or related field.
2. Any additional relevant youth work related qualification, such as OCN accredited courses, sports coaching qualifications, outdoor pursuits experience, ICT, community practitioner qualifications, etc.
3. Experience of producing and publishing information/resources materials.

Knowledge

1. Knowledge of research methods including using a range of data collection methods.

Skills and abilities

1. Ability to post updates on a website.
2. Ability to facilitate accredited training relevant to youth work.

**Interviews:**

**Candidates will be assessed using all essential criteria. The panel may also utilise desirable criteria at both the shortlisting and interview stages.**

Return Address: North Down Community Network, Community HUB, Flagship Centre, Main Street, Bangor

or

NDCN Resource Centre, 5 Castle Park Road, Bangor, BT20 4TF

or

Email to: garethdice@ndcn.co.uk

Please continue to page 6 for the application.

APPLICATION FOR EMPLOYMENT

PRIVATE & CONFIDENTIAL

|  |  |  |
| --- | --- | --- |
|  | Reference No: |  |
| Position applied for: ***Project Youth Worker*** |

|  |  |
| --- | --- |
| Post: | Project Youth Worker DICE Project |
| Office Base: | NDCN Resource Centre, Community Hub, Flagship Centre, Main Street, Bangor, BT20 5AU and outreach to various locations in Bangor |
| Application Form |  |

To complete this form, please type in the space provided. Please do NOT provide any other material (e.g. a CV) other than that which is requested. Application forms should be fully completed, either word-processed or hand written in black ink.

|  |
| --- |
| **Personal Details** |
| Name Address Telephone: (Home) (Mobile) Email: |
| **PRESENT EMPLOYMENT (Or most recent)** |  |
| Name and Address of Present Employer (or most recent): Title of Post Held: Duties: Date Appointed: Present Salary: What period of notice does your present employer require:  |  |

|  |  |  |
| --- | --- | --- |
| **EDUCATION**: |  |  |
| Education and Training Qualifications***(e.g. Certificate, Diploma, Degree, etc):*** | School / College /Training Body: | Dates: |  |  |
|  |  |  |  |  |
|  |  |
| **RELEVANT EXPERIENCE (Professional and/or Voluntary):** |  |
| Employer and/or Voluntary Organisation: | Role & Responsibilities: | Dates (start & end): | Reason for leaving: |  |
|  |  |  |  |  |
| Using only the space provided (2 A4 sides), please describe how you meet each of the listed **essential criteria** required for the post. |  |
| Due to the post being considered “regulated activity” - do you have the ability to comply with the requirements of Access NI? | Yes □ No □ |  |

|  |
| --- |
| Please detail how (if at all) you satisfy the **desirable criteria** and add any other information which you feel should be considered. |
|  |

|  |  |  |
| --- | --- | --- |
| REFEREES | Reference 1 (must be most recent employer) | Reference 2 |
| Name: |  |  |
| Position: |  |  |
| Address: |  |  |
| Nature of Relationship to Applicant: ***(e.g. work, clergy, teacher, etc.)*** |  |  |

All the foregoing information is correct and I wish it to be considered as an application for the position of DICE Project Youth Worker:

Signed: Date:

**A candidate found to have knowingly given false information or to have willfully suppressed any material fact will be liable to disqualification, or, if appointed, to dismissal.**

**Data Protection Act**

**I understand that the data contained in this application form and the “sensitive, personal data” on the attached monitoring form will be retained on file and may be processed by the Company for use in connection with this application for employment, or to comply with any requirement of statutory legislation in order for the Company to comply with its legal obligations, and I hereby agree to any such processing by the Company. The Company will ensure that I am safeguarded against the possible misuse of any personal information about me that is kept on file by strictly controlling access and use. Such access and use will be in compliance with Data Protection legislation and will be on a “need to know” basis only.**

I declare that to the best of my knowledge and belief all the foregoing statements are true and complete.

Signature of applicant: Date:

North Down Community Network is committed to diversity and equality of opportunity and welcomes applications from all sections of the community

**COMPLETED APPLICATION FORMS TO BE RETURNED TO:**

By post to: North Down Community Network, Community Hub, Flagship Centre, Main Street, Bangor

or NDCN Resource Centre, 5 Castle Park Road, Bangor, BT20 4TF

or email to: garethdice@ndcn.co.uk

Please complete and return by 12.00pm on Monday 3rd July 2017

Interviews will be held during the month of July 2017

**Fair Employment Monitoring Questionnaire**

**Private & Confidential Ref No:**

**Introduction:**

NDCN is an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job. We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998.*

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission NI, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

**Community Background:**

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

**Please indicate the community to which you belong by ticking the appropriate box below:**

|  |  |  |
| --- | --- | --- |
| I am a member of the Protestant community: |  |  |
|  |  |  |
| I am a member of the Roman Catholic community: |  |  |
|  |  |  |
| ***If you do not answer one of the above questions, we are encouraged to use the Residuary Method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.*** |
| I am not a member of either the Protestant or the Roman Catholic communities: |  |  |

**Sex: Please indicate your sex by ticking the appropriate box below:**

|  |  |  |
| --- | --- | --- |
| Male: |  |  |
|  |  |  |
| Female: |  |  |

***Note****: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.*

**Thank you for providing this information, please return in a sealed envelope along with your Application Form.**