

include
YOUTH

STRIVE FINANCE OFFICER





A MESSAGE FROM INCLUDE YOUTH

DEAR APPLICANT,

Include Youth is seeking to appoint a Finance Officer to work in our Belfast office on the Strive programme which is based in Lifford and outreach areas. The closing date for submission is 12 noon, Friday 3rd May 2024. Late applications will not be considered.

If you have any questions on the applications process, please in the first instance contact jackie@includeyouth.org

Yours sincerely,

Karin McCurry
Finance and Admin Team Manager



PEACEPLUS
Northern Ireland - Ireland

Co-funded by the



European Union



UK Government

Who We Are

Include Youth is a rights-based charity for children and young people in or leaving care, from disadvantaged communities or whose rights are not being met.

We work to improve employability, personal and social development enhancing inclusion, integration and good relations.

Include Youth influences public policy led by the voice of children and young people, evidence based practice and international children's rights standards.



Our Approach

Adopting a youth work based approach, we work alongside young people in order to provide life changing opportunities.

We provide a tailored wrap around service that helps young people gain qualifications, employability skills, develop self-confidence and a better understanding of cultural diversity and inclusion.





Our **Vision**

Include Youth's vision is of a society that realises and fulfils the rights and potential of all children and young people.

Our **Values**



Equality

We focus on driving equality amongst young people and in wider society, ensuring all young people have access to opportunities to improve their lives



Inclusion

We believe in an inclusive society, where regardless of background, everyone should have a voice. Include Youth involve and advocate for young people from all communities, creating a truly inclusive environment throughout Northern Ireland and across the border.



Opportunity

Through our work we ensure that young people are provided with opportunity to excel and thrive. By facilitating accessible programmes, we can drive opportunities for the most disadvantaged in society and create opportunity for all.



Integrity

We work in a respectful, helpful and transparent manner with our young people so we can advocate for them and achieve the best outcomes.

Our Services



Give and Take

Give and Take is a regional youth work intervention project to support young people aged 16 to 24 years old. It offers individually tailored programmes with core themes being; supported work experience, personal development, OCN qualifications, mentoring and transitional support.

Give and Take One to One is a programme that supports young people who are at risk of or have experienced Child Sexual Exploitation. It builds on protective factors and helps to improve their health and wellbeing in a supportive way



One to one



Expert By Experience

This project is led by young people, working directly with their peers. It builds upon Include Youth's '**Expert by Experience**' (EBE) model of participation which empowers young people to lead. It employs 15 care experienced EBE's who will be supported to mentor other young people to become change makers and policy advocates.

We are committed to ensuring that the voice of young people is at the centre of decision making. We promote and protect the **rights of children and young people** and provide opportunities for young people to influence policy and decision makers. We support young people to develop their campaigns on issues which matter to them.



Policy

We deliver a range of **accredited training and workshops** such as;

Awareness raising workshop
on Child Sexual Exploitation,

OCN NI Level 2 in Understanding Child Sexual Exploitation,

OCN NI Level 4 in Supporting Care Experienced
Children and Young People

OCN NI Level 2 in Mentoring Practice



Training

JOB

Employability

Employability services offers one to one support for young people hoping to transition into employment and help them navigate this move. It offers: CV building, supported work placements, taster days, interview techniques and personal development support .

Strive is a cross-border, cross-community, good relations programme for young people aged 14 to 24 led by Include Youth in partnership with Youth Initiatives, Newstart Education Centre, Northern Ireland Alternatives and Lifford Clonleigh Resource Centre. Strive is an intensive youth-led youth work programme . It engages young people in a transformative process, focusing on four core strands: good relations, citizenship, personal development and employability.

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Strive

Job Description

Job Title:	Strive Finance Officer
Responsible to:	Finance and Admin Manager
Salary:	£28,000 - £32,000 per annum
Contract:	4-year post
Based at:	Include Youth Head Office, Belfast
Working week:	35 hours per week

Job Role

The Finance Officer will assist the Finance and Administration Manager and Strive Programme Manager to deliver a comprehensive financial management service for Strive including the steering group, management, staff, partners, funders and other stakeholders

Working closely within the finance and admin team, within a busy office environment, demanding high levels of concentration inputting, checking and making calculations, while also coping with interruptions, such as responding to staff/customer enquiries.

Key Responsibilities

Responsible for the preparation of financial claims to funders. The role will involve verification and monitoring of partners' claims which may involve travel to partner organisations

- Checking and verifying partner claims
- Ensuring eligibility of all claims
- Collating data onto claim forms in a timely manner so that claims can be made
- Liaising with partners and supporting them to resolve queries arising
- Liaising with funders on queries arising
- Maintaining up to date payment records.

To create, develop and maintain accounting spreadsheets used in the finance function to monitor spend on all aspects of the project and provide regular reports to management.

To ensure that project staff are aware of and adhere to all SEUPB financial policies and procedures.

Job Description

Key Responsibilities (cont'd)

Managing and communicating budget fluctuations- reprofiling

Uploading funder claims to the GEMS system on a timely basis

Dealing with funder claim enquiries

Dealing with routine finance queries.

Providing reception services as part of a rota.

Contributing to ongoing business improvement work within Include Youth.

Participating in staff meetings and development sessions as required.

Undertaking training as required.

General

The key responsibilities above give a broad outline of the functions of the post. However, these duties must be approached in a flexible manner. The post holder will be expected to adapt to changing circumstances and undertake other duties appropriate to the grade of the post as allocated by your line manager. Members of staff are expected to treat those with whom they come into contact in a courteous and respectful manner in accordance with the Dignity at Work Procedure.

- Staff are expected to demonstrate their commitment to Include Youth by their regular attendance and the efficient completion of all tasks allocated to them.
- Staff must take care of their own health and safety and that of people who may be affected by what they do (or do not do).
- Staff must co-operate with others on health and safety, and not interfere with, or misuse, anything provided for their health, safety or welfare.
- Staff must follow the training they have received when using any work items their employer has given them.
- Staff must follow Include Youth policy and procedures as outlined in staff handbook
- The post holder will maintain high standards of personal accountability

This job description is not definitive and may be altered to meet the developing needs of the service

Person Specification

Qualifications	
Essential Criteria Qualified Accountant Technician or working towards an accountancy qualification	
Experience	
Essential Criteria Minimum of two years recent experience in a book keeping/ accounts role using Sage Accounting System Knowledge of E Banking Sound and practical experience of computerised accounts	Desirable Criteria Experience of producing financial reports in a not-for- profit organisation's Experience of producing financial reports to meet grant funder's needs particularly European funded projects. Experience of working in partnership with a consortium of organisations.

Person Specification

Knowledge and Values

Essential Criteria

Knowledge of the training environment

Knowledge of the accreditation process

Knowledge of issues affecting vulnerable young people

Knowledge of the ethos of values of Include Youth

Desirable Criteria

Commitment to Include Youth's values and principles.

Willingness to contribute to own supervision and development

Skills

Essential Criteria

Excellent IT skills - Experience of using a variety of computer software, in particular Microsoft Word & Excel and database packages

Ability to plan and prioritise workload of self and good time management skills.

High level of attention to detail and accuracy

An ability to communicate effectively both verbally and in writing.

Good interpersonal and team working skills with a flexible and adaptable attitude to work.

An ability to work and stay on top of deadlines whilst working in a busy office in which services for young people are delivered.

Ability to problem solve and resolve queries

Desirable Criteria

Ability to strongly advocate and influence on issues related to care experienced and disadvantaged young people

Ability to manage time effectively

Ability to undertake training appropriate to the needs of the project and self and to assist in the development of staff training

IT skills

Condition of Service

Salary:	£28,000 - £32,000 per annum
Contract:	4-year post
Based at:	Include Youth Head Office, Belfast
Working week:	35 hrs per week
Annual leave:	25 days per annum plus 12 public holidays
Probation:	6 months

Travel Expenses

Responsibility is on the employee to ensure that when using the car in the course of business, that proper insurance cover is acquired, and that the car is maintained in a road worthy condition. A mileage allowance will be payable by Include Youth towards expenses.

Vetting

The successful applicant will be asked to declare all pending prosecutions, convictions, cautions and bind-over orders and their name will be submitted to Access NI for an check to be carried out.

Pension

Include Youth operates a group personal pension scheme

TOIL

There is no entitlement to overtime payment. However, you are entitled to receive time off in lieu for hours worked in excess of your normal working week.

Equal Opportunities Policy

Include Youth is an equal opportunity employer. The aim of its policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of nationality, race, ethnic origin, gender, marital status, sexual orientation, disability, religious belief or political opinion, nor should they be disadvantaged by conditions or requirements which are neither justified nor relevant to the job.

It is the responsibility of all staff to ensure a harmonious working environment in which the dignity of all employees and service users is respected.

Please read the following carefully before completing your application.

The application :

Applicants please ensure that you first read the essential criteria on the person specification and the duties on the job description to see if you are suitable for the post.

Personal details:

Make sure that your contact details are clearly displayed. If you, move house, between submitting your application and being interviewed, please let us know as soon as possible. All personal details will be removed prior to the selection process.

Shortlisting:

Applicants will be shortlisted against the criteria in the person specification. If you have any special requirements that would allow you to participate, please let Include Youth know when you confirm attendance at the interview.

The interview:

All shortlisted applicants will be contacted with an offer of an interview and this will be confirmed by email. You will be informed of the time, location, and contact for the interview. Applicants will be asked questions relating to the job description and person specification and the panel will take notes during the course of the interview. This is part of the procedure to ensure that all applicants are treated equally, and to help us to make the right decision.

In preparation for the interview, take the opportunity to read through the job description and any other literature sent as part of the information pack, and be prepared to talk about your experience, giving examples that illustrate your ability to do particular parts of the job. If you have any special requirements that would enable you to participate more fully in the interview, let us know when you are invited to interview.



Reward Statement



Financial Reward

- Sector competitive salaries
- Employer pensions contributions 7%
- Business expenses
- Enhanced maternity, paternity and adoption Pay
- Enhanced sick pay



Work/Life Balance

- Standard 35 hour week
- Up to 30 days paid leave and 12 days statutory leave
- Time off in Lieu (TOIL) in compensation for additional hours worked
- Flexible working
- Family friendly policies
- Other leave such as compassionate leave



Training and Development

- Comprehensive induction training
- Comprehensive in-house training
- On the job learning
- Learning and development linked to Strategic, Operational Plan
- Learning and development linked to individual requests
- Work plans and ongoing supervision
- Continuing professional development
- Strategy and team building days
- Study leave



Wellbeing

- Wellbeing Champions
- Occupational Health Service
- Return to work interviews
- Free tea/coffee/milk/water fountains
- Clear policies and procedures

How to Apply

Applications will only be accepted on the official application form and accompanied by a completed monitoring form.

Application forms can be found on the Include Youth website, <https://includeyouth.org/all-about-us/careers/> and on the Community NI website, <https://www.communityni.org/job> or by contacting jackie@includeyouth.org.

Attached CV's will not be considered, either in lieu of the application form or in conjunction with it.

It is the responsibility of the applicant to ensure that they upload the:

- Application Form
- and Equal Opportunities Monitoring Form

All documents should be returned by 12 noon on the closing date - Friday 3rd May 2024 to jackie@includeyouth.org.

Submissions received after this time and date will not be accepted.

Interview invites will likely be issued for the week commencing 13th May 2024.

We look forward to hearing from you, and wish you all the best in your application and the process ahead.

For any queries please contact jackie@includeyouth.org

Privacy Notice

Include Youth (referred to as "the organisation" throughout this notice) collects and processes personal data relating to job applicants as part of our recruitment process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

This notice sets out the basis on which we collect, use and disclose the personal data of our job applicants, as well as your rights in respect of such personal data.

What information does the organisation collect and how?

Include Youth collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information from interviews and phone-screenings you may have;
- information about your current level of remuneration, including benefit entitlements; information about your entitlement to work in the UK;
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

We may collect this information in a variety of ways. For example, data might be contained in application forms or CVs (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews or other methods of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made to you. Data will be stored in a range of different places, including on your application record, in our HR management systems and our email system.

Why does Include Youth process personal data?

Include Youth collects and processes your data for a number of purposes and where we have a legal basis to do so, as follows. Include Youth has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims. We will not use your data for any purpose other than the recruitment process of which you are a part

Who has access to data?

Your information may be shared internally within the organisation for the purposes of the recruitment process. This includes members of the HR team, interviewers involved in the recruitment process, and managers in the business area with a vacancy.

We will not share your data with third parties unless your application for employment is successful and an offer of employment is made. We will then share your data with former employers in order to obtain references. In addition, we may need to share your personal information with a regulator or otherwise to comply with the law.

How does Include Youth protect data?

Include Youth takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our personnel in the proper performance of their duties.

For how long does Include Youth keep data?

If your application for employment is unsuccessful (including when you have speculatively applied to us in respect of a role which is not available), we will hold your data on file for 6 months. At the end of that period, your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims). If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which employee data is held will be provided to you in a separate privacy notice.

Your rights

As a data subject, you have a number of rights under data protection law. You can:

- access and obtain a copy of your data on request;
- request Include Youth to change incorrect or incomplete data;
- request Include Youth to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where Include Youth is relying on its legitimate interests as the legal ground for processing; or ask us to transfer your data to another organisation.

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact karin@includeyouth.org.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner's Office.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Include Youth during the recruitment process. However, if you do not provide the information, we may not be able to process your application.

Contact Details

100 Great Patrick Street
Belfast
BT1 2LU
02890 311007
www.includeyouth.org
@includeyouth

Charity number: NIC103383

include
YOUTH