**

**Creggan Enterprises, Rath Mor Centre, Blighs Lane, Creggan, Derry BT48 0LZ**

Tel: 028 7137 3170

## July 2024

**YOUTH SUPPORT WORKER**

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# APPLICATION PACK

## *COMPLETING THE APPLICATION FOR EMPLOYMENT - GUIDANCE NOTES*

**Please read these notes carefully before completing your application form**

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 may result in rejection of your application. Please do not attach any additional papers/CVs to the application. Please note any additional documentation (other than continuation sheets specified) will not be taken into account and may result in your application not being shortlisted. Canvassing will disqualify.

# Personal Details

Please ensure that you give us your full and most up to date address, a daytime telephone number and email address where you can be reached easily to allow us to contact you at short notice if required. **Please note our primary communication method will be through email.**

# Disabilities

Creggan Enterprises wishes to provide any assistance necessary to people with disabilities to ensure equity of opportunity at interview. To ensure this happens it is vital that you answer the relevant questions in this section of the application form. For guidance a person has a disability if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day to day activities. Physical or mental impairment includes sensory impairments. Hidden impairments are also covered, for example, mental ill health, learning disabilities, hearing impairment, diabetes or epilepsy.

**Shortlisting**

The application has been specifically designed to assist in the shortlisting process and relates directly to criteria outlined in the personnel specification. **Failure to provide sufficient information / detail in response, to the direct questions in this form; will in effect mean your application may not be shortlisted due to lack of information. It is not enough to state that you meet the criteria, you must demonstrate in detail how you meet the criteria.**

# Monitoring Form

# Ensure you fully complete the monitoring form and return with your application form.

**APPLICATION FOR EMPLOYMENT**

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| **Official use only** | | | |
| **Role:** | **Youth Support Worker**  **Part time** | **Role Reference Number** | **PTYSW001** |
| **Closing date / time** | **4.00pm onTuesday**  **6th August 2024** | **Applicant Number** |  |

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| **PERSONAL DETAILS** | | | | | | |
| **Title (Mr, Mrs, Miss, Ms etc)** | | |  | | | |
| **Forename** | | |  | | | |
| **Preferred Name** | | |  | | | |
| **Surname** | | |  | | | |
| **Home Address** | | |  | | | |
| **Town & Postcode** | | |  | | | |
| **Address for correspondence (if different)** | | |  | | | |
| **Home Telephone Number** | | |  | | | |
| **Mobile Number** | | |  | | | |
| **Email Address** | | |  | | | |
| **National Insurance No** | | |  | | | |
| **Are you currently entitled to work in the UK?** | | | Yes | | No | |
| **Disability – Please specify if you have a disability which requires any adjustments to be made in order to participate in the interview process and/or perform the duties of the post applied for, providing details of any adjustment(s) required.** | | | | | | |
|  | | | | | | |
| EDUCATION | | | | | | |
| **Date** | | **Name of Qualification**  **(eg GCSE, NVQ, A’Level etc) and School or Institution** | | **Subject** | | **Grade** |
| **From** | **To** |
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| FURTHER EDUCATION (eg HND, Degree, Masters) | | |
| **Degree/Diploma/Certificate and**  **Institution** | **Result & Date Obtained** | **Exams to be taken** |
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| PROFESSIONAL QUALIFICATIONS | | | |
| **Name of Professional Body** | **Level** | **Registration Number** | **Expiry Date** |
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| **EMPLOYMENT HISTORY**  **Start with your present/most recent position and work backward through your career detailing any gaps in employment.** |

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| **Employer (present or most recent post)** | | | | |
| **Name of Organisation** |  | | | |
| **Address** |  | **Annual Salary & Benefits** | |  |
| **Type of business** |  | **Reason for leaving** | |  |
| **Position held** |  | **Notice period required** | |  |
| **Main duties** |  | | | |
| **Dates of Employment** | **From:** | | **To:** | |
| **Contracted Hours Per Week** |  | |  | |

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| **Employer** | | | | |
| **Name of Organisation** |  | | | |
| **Address** |  | **Annual Salary & Benefits** | |  |
| **Type of business** |  | **Reason for leaving** | |  |
| **Position held** |  | | | |
| **Main duties** |  | | | |
| **Dates of Employment** | **From:** | | **To:** | |
| **Contracted Hours per Week** |  | |  | |

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| **Employer** | | | | |
| **Name of Organisation** |  | | | |
| **Address** |  | **Annual Salary & Benefits** | |  |
| **Type of business** |  | **Reason for leaving** | |  |
| **Position held** |  | | | |
| **Main duties** |  | | | |
| **Dates of Employment** | **From:** | | **To:** | |
| **Contracted per Week** |  | |  | |

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| --- | --- | --- | --- | --- |
| **Employer** | | | | |
| **Name of Organisation** |  | | | |
| **Address** |  | **Annual Salary & Benefits** | |  |
| **Type of business** |  | **Reason for leaving** | |  |
| **Position held** |  | | | |
| **Main duties** |  | | | |
| **Dates of Employment** | **From:** | | **To:** | |
| **Contracted Hours per Week** |  | |  | |

**Continue employment history on separate sheet / input tables if necessary.**

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| **ESSENTIAL CRITERIA**  **Please note it is not enough to state that you meet the criteria, you must demonstrate in detail how you meet the criteria, this forms part of the selection process.** |

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| **Youth Support Worker**  Has or currently studying 3rd level qualification in a related field plus 3 years’ paid experience working with young people  **OR**  Minimum Level 4 qualification in related field plus 3 years’ paid experience working with young people. |
| **Please circle/highlight**  Yes/No |
| If yes, please provide details below. |

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| **Youth Support Worker**  Two years’ paid experience of facilitating non-formal learning and delivering accredited qualifications. |
| **Please circle/highlight**  Yes/No |
| If yes, please provide details below. |

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| **Youth Support Worker**  Experience of recruitment and engagement of young people onto programmes |
| **Please circle/highlight** Yes/No |
| If yes, please demonstrate your experience below. |

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| **Youth Support Worker**  Experience of individual needs assessment, mentoring young people facing multiple/complex issues & recording and reporting on work. |
| **Please circle/highlight** Yes/No |
| If yes, please demonstrate your experience below. |

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| **Youth Support Worker**  Experience of undertaking funder related duties and working in a target driven environment. |
| **Please circle/highlight** Yes/No |
| If yes, please demonstrate your experience below. |

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| **Youth Support Worker**  Ability & willingness to be flexible and work outside of normal hours. |
| **Please circle/highlight** Yes/No |

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| **DESIRABLE CRITERIA** |
| **Youth Support Worker**  GCSE Maths and English (Grades A-C) OR Level Two Literacy & Numeracy or above |
| **Please circle/highlight** Yes/No |
| If yes, please state qualification held |

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| **Youth Support Worker**  Experience of working with young people participating in a range of creative and/or outdoor learning opportunities. |
| **Please circle/highlight** Yes/No |
| If yes, please demonstrate your experience below. |

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| **Current Driving Licence** | Yes | No |
| **Access to transport** | Yes | No |
| **D1 Category on Licence** | Yes | No |

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| **DISCLOSURE OF CRIMINAL HISTORY** | | |
| If you are being offered an appointment, a check will be carried out as required by the Department of Health to ensure those who might be a risk to children and / or vulnerable adults are not appointed. As a registered body Springboard must comply with Access NI’s Code of Practice, which is available upon request or can be downloaded directly from their website <http://www.dojni.gov.uk/index/accessni/support/code-of-practice.htm> also in line with the Data Protection Act 2018, Access NI’s Privacy Notice is available via the following link <http://www.justice-ni.gov.uk/publications/ani-privacy> | | |
| **Is there any reason why you cannot work in regulated activity with adults or children?** | Yes | No |
| **Do you consent to Creggan Enterprises carrying out a criminal history check ?** | Yes | No |
|  | | |

**REFEREES**

Please provide two referees we can contact to provide details of your suitability for this post. They should not be family members or friends and one (preferably both) should have knowledge of your present or most recent work and be in a supervisory / managerial capacity. (Please note one of these references **must be** from your present or most recent employer). We will take up references in writing and may also contact referees verbally. Referees will not be contacted until after the panel has selected suitable candidate(s) & funding has been confirmed. However, this must not be construed as an offer of employment.

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| **Referee 1** |  | **Referee 2** | |  | |
| **Name** |  | **Name** | |  | |
| **Job Title** |  | **Job Title** | |  | |
| **Organisation** |  | **Organisation** | |  | |
| **Address** |  | **Address** | |  | |
| **Town** |  | **Town** | |  | |
| **Postcode** |  | **Postcode** | |  | |
| **Contact Tel No** |  | **Contact Tel No** | |  | |
| **Email** |  | **Email** | |  | |
| **Can we contact your present employer after a verbal offer has been made?** | | | Yes | | No |

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| **DECLARATION** | |
| I confirm that the information I provided is, to the best of my knowledge true and correct; I agree that any misrepresentation or wilful suppression of material fact by me will lead to the withdrawal of any offer of employment or my employment being terminated without any obligation or liability to the organisation other than for services rendered.  I understand l must have satisfactory references and will be subject to an Access NI check.  I understand that I may be asked to show formal identification and evidence of qualifications.  I confirm that as far as I know there are no medical reasons which should stop me from carrying out the duties of this job.  I agree to you making necessary enquiries during the recruitment and selection process.  I understand that canvassing will disqualify me from the selection process for this job. | |
| **Signature or type name if returning by email** | **Date:** |

**Data Protection**

We are required by the Data Protection Act 1998 to inform you how we will use any personal information that we hold either manually or on computer in relation to this application and any subsequent period of employment. This application form and accompanying documentation you complete in support of your application will be held confidentially for a period of three years if you are unsuccessful for employment. If you are successful, it will be held during the period of your employment and after your contract has expired for as long as it is necessary to meet regulatory or other legal requirements. During this time, we will not disclose its contents to a third party unless we believe it is lawful to do so.

**CREGGAN ENTERPRISES IS AN EQUAL OPPORTUNITIES EMPLOYER**

**Please return application / forms by email before**

**4.00pm on Tuesday 6th August 2024**

**Email:** [**info@rathmor.com**](mailto:info@rathmor.com)

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**YOUTH SUPPORT WORKERS**

**(PART TIME – 2024-2027)**

**July 2024**

**Introduction**

**Dear Candidate**

Thank you for your interest in joining Creggan Enterprises as a Youth Support Worker (part time 12 hours per week).

At Creggan Enterprises, we’re very proud of the work we do to help young people and adults increase their choices and opportunities. We work alongside and support our participants as they navigate their development and feel privileged to be part of their journey.

The role will work with young people aged 14-24 years, facing disadvantage, and support them to engage positively with others from a different background and increase personal, civic and employability skills.

We’re as keen to develop our staff as we are the young people we support, so this role offers a great opportunity for personal development and growth.

Our values and our participants guide us in everything we do, so if you are as passionate as we are, about using your experience to support young people, we would love to hear from you.

**Kevin Hippsley**

**General Manager**

**Job Description: Youth Support Worker**

**Title:** Youth Support Worker

**Responsible to** General Manager

**Reports to** Project Coordinator

**Hours:** 12 hours per week

**Location:** Derry

**Duration:** 2024-2027

**Salary:** £25,545.00 (pro rata)

**Main Responsibilities**

* Ensures youth development approach and principles are embedded in delivery and lead to change, with co-design processes creating a genuine climate for engagement and clear role in design and delivery.

* Contribute to the engagement, recruitment, and selection of participants within agreed profile. Proactively build networks and collaborative relationships with stakeholders.
* Collaborate with parents/guardians to ensure consent (as required) and support for young person and act as an advocate for young person’s interests.
* Contribute to induction, baseline & final assessments across personal, social, cultural, and employability areas and co-design of individual personal training plan based on identified need. Review regularly to support progress and record achievements prior to programme exit.
* Assume leadership in creating and fostering a climate which encourages positive growth and personal development in the participants.
* Lead and mentor, coach, and support young people to reflect on development and facilitate personal, social, cultural growth and build employability.
* Ensure effective participant recording systems and caseload management.

* Contribute to programme design with programme team. Deliver (both online and face to face, as needed) non-accredited training to increase personal, social, cultural development and employability.

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| **Person Specification: Youth Support Worker** | |
| **Essential Criteria** | |
| **Educational and Professional Qualifications** | Has or currently studying 3rd level qualification in related field plus **3** years’ paid experience working with young people.  **OR**  Minimum Level 4 qualification in related field plus **3** years’ experience working with young people. |
| **Experience** | Two years’ paid experience of facilitating non-formal learning and delivering accredited qualifications.  Experience of recruitment and engagement of young people onto programmes.  Experience of individual needs assessment, mentoring young people facing multiple/complex issues & recording and reporting on work.  Experience of undertaking funder-related duties and working in a target driven environment. |
| **Skills & Abilities** | Excellent organisational and time management skills including planning and prioritisation of work. Ability to work on own initiative, be self-motivated, flexible and work under pressure.  Computer literacy (use of Microsoft Outlook/Word).  Ability to maintain confidentiality. |
| **Qualities**  **Other** | Good social skills for internal and external communication.  Ability to work as a key member of a team.  Commitment to own development.  Ability & willingness to work outside of normal hours on some occasions.  Full clean driving license and access to transport, or alternative arrangements to fulfil the travel needs of the project. |
| **Desirable Criteria** | GCSE Maths and English (Grades A-C) OR Level Two Literacy & Numeracy or above.  Experience of working with young people participating in a range of creative and/or outdoor learning opportunities.  Category D1 on licence. |