

Application Pack Teen Challenge Programme

Please see full application pack containing the following:

- Job Description and Person Specification (2 posts - enclosed)
- Application Form ([download separate word document](#))
- Declaration and Consent Form ([download separate word document](#))

Closing Date for completed applications is **2pm, Tuesday, 27 August 2024**

Completed hard copy application forms should be marked '**Private and Confidential**' and addressed to: **Chairperson, Corpus Christi Youth Centre, 15b Ballymurphy Road, Belfast, BT12 7JL**

Please ensure the **Declaration and Consent Form** is returned in a **separate and sealed envelope**.

OR

Completed electronic copies of the application form may be emailed to:

corpuschristiyouthcentre@outlook.com and marked, as appropriate:

'Confidential, Project Coordinator, Teen Challenge Programme' [OR](#)

'Confidential, Youth Worker, Teen Challenge Programme'

Declaration and Consent Forms should be sent separately, marked '**Strictly confidential – PCTCP**' [OR](#) '**Strictly confidential – YWTCP**'

Please do not attach a CV. This will **NOT** be considered.

The Selection Panel reserves the right to enhance shortlisting criteria to include 'Desirable' criteria in order to facilitate a manageable shortlist.

Shortlisting of applicants will be based only on the information provided in your Application Form. It is essential that all applicants demonstrate how and to what extent they satisfy the essential criteria outlined in the Person Specification (by providing specific examples of your experience, skills etc). You are encouraged to read the Person Specification before you address the Application Form as this outlines the skills, knowledge and experience and personal qualities required for the post.

Only those candidates who meet the **essential** criteria will be invited for interview.

Interview Date

Interviews will take place on **Friday, 30 August, 2024** for shortlisted applicants.

Prior to appointment the successful candidate will be asked to produce evidence of the qualifications listed in their application form and evidence of their right to work in the UK, in line with legislation.

Application Form Guidance

THE FOLLOWING INFORMATION PROVIDES GUIDANCE ON COMPLETING YOUR APPLICATION. PLEASE READ THIS INFORMATION CAREFULLY BEFORE SUBMITTING

Application forms are designed to ensure that applicants provide the necessary information to determine how they meet the requirements of the post and the shortlisting criteria.

ALL sections of the application form should be **completed**.

Drawing upon all of your experience from work or on a voluntary basis and using the Person Specification, consider how your skills, experience and abilities relate to each criteria for this post.

In responding to the criteria, it is essential that you **describe fully** how and to what extent you meet the experience sought by providing clear information and examples.

It is not appropriate to simply list various posts you have held with no examples or descriptions of the experience gained as the **selection panel will not make assumptions on job titles or the nature of the organisation as to the experience gained**. Short listing for this post will be undertaken using only the information you have provided in response to each criteria listed in the Person Specification.

Please remember it is the quality of the examples given along with precise details of where and when the experience was gained which matter, not the length of the response.

Applicants must complete the application form in either typescript font size 12, or legible, block capitals using black ink pen.

Information in support of your application will not be accepted after the closing date for receipt of applications.

Do not use acronyms, complex technical detail etc. Write for the reader who may not know your employer or your job.

Write down clearly **your personal involvement** in any experience you quote. Write "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.

The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be checked out at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is **your unique role the panel are interested in**, not that of your team or organisation.

CCYC will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained. If you do not provide sufficient detail, including the appropriate dates needed to meet the criteria, the selection panel will reject your application.



Job Description

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|-------------------------|--------------------------------------------------------------------------------------------------|
| POST TITLE: | Project Coordinator |
| SALARY: | £33,946 (JNC Points 18-21) |
| LOCATION: | Corpus Christi Youth Centre |
| DURATION: | 4 Years Fixed Term (until 31 Aug 2028, with possibility of extension subject to further funding) |
| HOURS: | 36 hours per week to include weekend, evening and residential work |
| RESPONSIBLE TO: | Senior Youth Worker (SYW) |
| RESPONSIBLE FOR: | Teen Challenge Youth Worker |

JOB PURPOSE

The Teen Challenge Project Coordinator will be part of the Upper Springfield area of West Belfast Ballymurphy Teen Challenge and will assist the SYW to ensure the successful facilitation and coordination of youth work services for Upper Springfield; focused on the following areas:

- Ballymurphy,
- Whiterock/Upper Springfield,
- Springhill estates

The Project Coordinator will coordinate the work of Corpus Christi YC's Teen Challenge Project in the areas identified above to lead on the implementation of Teen Challenge youth work strategy involving a range of voluntary sector youth organisations across the Upper Springfield area and will be responsible for coordinating a bespoke and tailored centre based youth work programme.

The Project Coordinator will assist the SYW in the day-to-day delivery of Teen Challenge youth work and maximising the use of other support staff for agreed purposes, in line with key legislation in this regard.

The Project Coordinator will have responsibility for the development of youth work initiatives with young people and other agencies at local community level.

The post is funded by The National Lottery Empowering Young People's Programme, who will also be a key partner in this work.

MAIN DUTIES & RESPONSIBILITIES

1. To identify, prioritise and deliver a programme of at risk youth work interventions across the Upper Springfield area of West Belfast, based on assessed and emerging needs in the designated area.
2. To provide leadership and support for other communities, from a range of partner organisations, who are involved in facilitating youth work, across West Belfast.
3. Develop and maintain relationships with the wider community and a range of external partners.
4. Provide information and direct support to young people and parents of participants.
5. Deliver curriculum programmes and design additional responses to needs in line with agreed priorities.
6. Encourage young people to broaden their horizons and be active citizens.
7. Monitor and evaluate the quality of youth work activities, supporting young people in the evaluation of the project and the impact of youth work on their development.
8. Support young people in their understanding of risk and challenge and in taking action to address key issues in their lives.
9. Implement the organisation's safeguarding policy and work with young people to safeguard their welfare and the welfare of others.
10. Be responsible for administration within the project, including effective record keeping, quality assurance and reporting.
11. Attend relevant meetings and further training as agreed with line manager.
12. Ensure the induction, supervision, motivation, development, training, deployment and discipline of project staff.

ANY OTHER DUTIES

To carry out such duties, as may be assigned by the SYW, within the level of the post. This Job description will be regularly reviewed in line with identified project needs and as such may be amended from time to time.

The post holder will be expected to work in a flexible manner across various evenings each week; including weekends. They will be expected to work every Saturday night. The post-holder's working pattern may vary from week to week with a minimum of 4 evening sessions weekly, starting after 6.00pm.

PERSON SPECIFICATION
Project Coordinator, Teen Challenge Programme
Corpus Christi Youth Centre

| | Essential/Desirable | Interview/Application |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------|
| Qualifications | | |
| <p>Qualified youth worker according to current JNC (Youth and Community) Regulations AND minimum of 3 years relevant youth work experience/ <u>OR</u> 5 years substantive part-time experience of youth work delivery in the past 5 years.</p> <p>Applicants must have a qualification in working with young people deemed to be at risk and have or be willing to undertake any additional required training.</p> | Essential | Application |
| Experience | | |
| Experience of effective management of staff, young leaders/volunteers and project budgets | Essential | Application/ Interview |
| Experience of engaging with the wider community and a range of agencies for the benefit of children and young people. | Essential | Application |
| Experience of promoting the participation of children and young people and working with young people deemed to be at risk. | Essential | Application/ Interview |
| Experience of recording, monitoring and evaluating the difference you are making in your youth work; writing reports to funding bodies; and reporting on outcomes achieved. | Essential | Application |
| Knowledge & Skills | | |
| Ability to design, plan and implement programmes of activities for young people based on evidence of need and youth work curriculum. | Essential | Application/ Interview |
| Excellent interpersonal, written and verbal communication skills. | Essential | Application/ Interview |
| Ability to build sustainable relationships with a range of stakeholders including young people and adults. | Essential | Application |
| Up-to-date Safeguarding training and demonstrable knowledge of safeguarding and child protection procedures | Essential | Application/ Interview |
| Knowledge and understanding of delivering youth work within an equal opportunities framework. | Essential | Application |

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| Knowledge of the issues faced by young people in disadvantaged inner-city communities. | Essential | Application/ Interview |
| Good group work skills and ability to set up and maintain new/existing groups. | Essential | Application/ Interview |
| Excellent organisational skills. | Essential | Application |
| Good IT skills including Microsoft Office. | Essential | Application |
| Personal Qualities | | |
| Strong commitment to young people | Essential | Application/ Interview |
| Self-starter | Essential | Application |
| Be able to work unsocial hours (including evenings and weekends and residential work). | Essential | Application |
| Have a full UK driving licence and access to a suitable form of transport to carry out this post. | Essential | Application |
| Desirable Criteria | | |
| Post professional experience of detached youth work delivery | Desirable | Application/ Interview |



Job Description

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|------------------------|--------------------------------------------------------------------------------------------------|
| POST TITLE: | Youth Worker (Teen Challenge Programme) |
| SALARY: | £29,606 (JNC Points 13-16) |
| LOCATION: | Based in Corpus Christi Youth Centre |
| DURATION: | 4 Years Fixed Term (until 31 Aug 2028, with possibility of extension subject to further funding) |
| HOURS: | 36 hours per week to include weekend, evening and residential work |
| RESPONSIBLE TO: | Project Coordinator (Teen Challenge Programme) |

JOB PURPOSE

The Youth Worker will be part of the Teen Challenge Youth Work Delivery Team and will assist the Project Coordinator to ensure the successful facilitation, coordination and delivery of youth work services across the voluntary youth sector in Ballymurphy; focused on the following areas:

- Ballymurphy,
- Whiterock/Upper Springfield,
- Springhill estates

The Youth Worker will work as part of a team to lead on the implementation of Teen Challenge youth work strategy involving a range of voluntary sector youth organisations across the Upper Springfield area and will be responsible for delivering a bespoke and tailored centre based programme youth work response, in partnership with a number of key statutory agencies.

The Youth Worker will assist the Coordinator in the day-to-day delivery of youth work and maximising the use of other support staff for agreed purposes, in line with key legislation in this regard.

The Youth Worker will have responsibility for the development of youth work initiatives with young people and other agencies at local community level, relevant to the programme.

This post is funded by the National Lottery, who will also be a key partner in this work.

MAIN DUTIES & RESPONSIBILITIES

13. To identify, prioritise and deliver a programme of centre-based, detached and peripatetic street youth support interventions across Upper Springfield, based on assessed and emerging needs in the designated area.
14. To provide leadership and support for other communities, from a range of partner organisations, who are involved in facilitating youth work, across West Belfast.
15. Develop and maintain relationships with the wider community and a range of external partners.
16. Provide information and direct support to young people and parents of participants.
17. Challenge oppressive behaviour in young people.
18. Encourage young people to broaden their horizons and be active citizens.
19. Monitor and evaluate the quality of youth work activities, supporting young people in the evaluation of the project and the impact of youth work on their development.
20. Support young people in their understanding of risk and challenge and in taking action to address key issues in their lives.
21. Implement the organisation's safeguarding policy and work with young people to safeguard their welfare and the welfare of others.
22. Be responsible for administration within the project, including effective record keeping and quality assurance.
23. Attend the required university training programme as part of your professional development or other identified training as necessary.

ANY OTHER DUTIES

To carry out such duties, as may be assigned by your line manager, within the level of the post. This Job description will be regularly reviewed in line with identified project needs and as such may be amended from time to time.

The post holder will be expected to work in a flexible manner across various evenings each week; including weekends. They will be expected to work every Saturday night. The post-holder's working pattern may vary from week to week with a minimum of 4 evening sessions weekly, starting after 6.00pm.

PERSON SPECIFICATION
Youth Worker, Teen Challenge Programme
Corpus Christi Youth Centre

| | Essential/Desirable | Interview/Application |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------|
| Qualifications | | |
| <p>Minimum: OCN Level 3 Youth Work qualification AND if successful be willing to either:</p> <p>1(a) Undertake training for a Youth Work Degree Qualification OR</p> <p>1(b) Train to OCN Level 4 Certificate in Youth Work and Programme Development</p> <p>AND</p> <p>2 (a) The successful applicant must also be willing to undertake training in outreach, detached or peripatetic methodologies within youth work, and any other identified training relevant to the post.</p> | Essential | Application |
| Experience | | |
| Minimum of 3 years' experience working with young people deemed to be at risk. | Essential | Application/ Interview |
| Experience of engaging with the wider community and a range of agencies for the benefit of children and young people. | Essential | Application |
| Experience of promoting the participation of children and young people. | Essential | Application/ Interview |
| Experience of working with young people to record, monitor and evaluate the difference you are making in your youth work; | Essential | Application |
| Knowledge & Skills | | |
| Ability to design, plan and implement programmes of activities for young people based on evidence of need and youth work curriculum. | Essential | Application/ Interview |
| Excellent interpersonal, written and verbal communication skills. | Essential | Application/ Interview |
| Ability to build sustainable relationships with a range of stakeholders including young people and adults. | Essential | Application |

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| Up-to-date Safeguarding training and demonstrable knowledge of safeguarding and child protection procedures | Essential | Application/ Interview |
| Knowledge and understanding of delivering youth work within an equal opportunities framework. | Essential | Application |
| Sound understanding of the needs of at risk young people and related issues which may impact on them, and experience of supporting young people to access relevant services. | Essential | Application/ Interview |
| Good group work skills and ability to set up and maintain new/existing groups. | Essential | Application/ Interview |
| Excellent organisational skills and good IT skills including Microsoft Office. | Essential | Application |
| Personal Qualities | | |
| Strong commitment to young people | Essential | Application/ Interview |
| Ability to work as part of a team | Essential | Application |
| Able to work unsocial hours (including evenings and weekends and residential work). | Essential | Application |
| Have a full UK driving licence and access to a suitable form of transport to carry out this post. | Essential | Application |
| Desirable Criteria | | |
| Experience of facilitating detached youth work delivery in a paid capacity | Desirable | Application/ Interview |