



include
YOUTH

SENIOR YOUTH WORKER (PERSONAL DEVELOPMENT) BELFAST





A MESSAGE FROM INCLUDE YOUTH

DEAR APPLICANT,

Include Youth is seeking to appoint a Senior Youth Worker (Personal Development based in Belfast) to work on our Give and Take programme with young people in or leaving care.

The closing date for submission is 12 noon, Wednesday 28th August 2024. Late applications will not be considered.

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

Yours sincerely,

Diane Hill
CEO



Funded by
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:	Senior Youth Worker (Personal Development)
Responsible to:	Regional Director
Salary:	£32,910 per annum
Based at:	100 Great Patrick Street, Belfast, BT1 2LU
Working week:	35 hrs per week (unsocial hours will be required at times)

Job Purpose

- To co-ordinate Give and Take in Belfast, for care experienced young people, managing referrals. liaising with Belfast Trust, and meeting regularly with local team.
- To manage the local Give and Take site to ensure all provision meets health and safety legislative requirements
- To assess the employability and personal development needs of young people referred to Give and Take programmes
- To develop and deliver a young person-centred programme utilising both individual and group work interventions which addresses the complex barriers to accessing education, employment or training
- To ensure the programme delivers on UKSPF targets and fulfils requirements of trust contracts

Key Responsibilities and Accountabilities

- To ensure referrals are generated within each Give and Take strand within a specific geographical location/ Health Trust area.
- To oversee the delivery of local programme provision and promote Give and Take to referring agencies and liaise regularly with the Trust, referrers and other stakeholders
- To support Care experienced young people in their role as EBE's to fulfil their role as peer mentors
- To co-ordinate ESOL (English for speakers of other languages) and manage referrals onto ESOL programme.

Key Responsibilities and Accountabilities cont'd

- To lead locally on implementing organisational self- evaluation and quality improvement processes, including organising local team meetings
- To deliver a Give and Take Outreach programme ensuring targets are met within a local community of identified need
- To liaise with Quality and Impact Director, Policy team and Communications Officer to ensure young people's participation (both internal and external)
- To attend regular meetings (including annual contract meetings) with local trust
- To ensure that local targets are achieved and maintenance of adequate records/monitoring requirements pertinent to the job including (database, young people's individual files, payments, monthly returns, reports to trusts and other funders
- To assess the needs and abilities of young people referred to Give and Take programmes and agree an individual action plan for each young person
- To undertake key working responsibilities with identified young people in your area.
- To promote the programme to referring agencies and liaise regularly with referrers
- To develop, organise and deliver appropriate personal development programmes as part of a young person's individual action plan
- To support young people to access suitable training and education experiences
- To support, monitor, review and report back on young people's progress against agreed targets
- To transport young people when necessary
- To carry out additional duties as and when required

Working Relationships

- Reports to Area Director
- Works closely with young people, managers, staff, volunteers and referring agencies

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 as part of working in a small team to deliver the Include Youth mission, vision and goals. The outline of responsibilities may change from time to time.
- To adhere to existing work practices, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems, and to contribute to your own supervision and development.
- To demonstrate their commitment to Include Youth by their regular attendance and the efficient completion of all tasks allocated to them
- It will be necessary to work with information technology and associated systems in accordance with Include Youth Policies and Procedures
- To co-operate with Include Youth in complying with relevant health and safety legislation, policies and procedures, in the performance of the duties of the post
- To carry out duties and responsibilities of the post in compliance with Include Youth's equal opportunities policies
- To maintain confidentiality and observe data protection and associated guidelines where appropriate

Person Specification

Experience

Essential Criteria

- 4 years' experience of working directly with care experienced young people
- Previous experience of managing a programme/project
- Competent in report writing and data collection

Qualifications

Essential Criteria

- Recognised 3rd level qualification – e.g. Degree Youth and Community, Degree in Social Work, or related discipline

Knowledge and Values

Essential Criteria

- Knowledge and understanding of legislation and issues affecting care experienced and NEET young people.
- Commitment to Include Youth's values and principals and to children's rights

Skills

Essential Criteria

- Excellent written and oral communications skills
- Up to date IT skills

Person Specification

Circumstances

- Hold a current driving licence and have access to a vehicle. This criterion may be waived if a disability prohibits the applicant from driving. In this case, please demonstrate how you would meet the mobility requirements of this post.
- Ability to travel independently throughout Ireland, Northern Ireland and UK
- Able to work outside normal office hours when required.

This post is subject to AccessNI Vetting

Condition of Service

Salary:	£32,910 per annum
Based at:	Include Youth offices, Belfast
Working week:	35 hrs per week (unsociable hours will be required at times)
Annual leave:	25 days
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. Applicants must complete the Access NI form which will be submitted to the Access NI office for clearance.

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:

Ensure that your contact details are clearly displayed. If you move address 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.

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 date, time, location and contact for the interview. If you have any special requirements that would enable you to participate more fully in the interview, please let us know in advance of 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, please 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.



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 - Wednesday 28th August 2024 to jackie@includeyouth.org.

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

Interviews are likely to be held week beginning 2nd September 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