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|  |  | Pennies' retailers raise thousands for BBC Children in Need, all year round  | Pennies |

**MAGHERA CROSS COMMUNITY LINK**

**Job Description**

**Job Title:** Youth support worker

**Duration:** 9 months (maternity cover)- commencing Monday 9th September 2024

**Key Function:** The youth support worker will be responsible for the management of the children and youth programmes, maximising the use of the centre by young people. The post holder will be required to plan, manage and delivery a variety of youth programmes for children aged 4-18 years. The candidate will work closely with external agencies for referrals and support for both children and young people, and their families. This post has been funded by BBC Children in Need.

**Responsible to**: Centre Manager

**Location:** Maghera Cross Community Link, 49 St. Lurach’s Road, Maghera

**Salary:** £13.13/hour

**Hours:** 25 hours per week

**Key Duties**

1. To play a positive and proactive role as a member of a small team to ensure the successful implementation of the programme.
2. To assist staff in the design and delivery of programmes which provide opportunities for children and young people to raise their aspirations, confidence, self-esteem and their ability to learn and grow.
3. Work directly with young people by assessing their needs and providing an agreed programme of activities designed to meet those needs.
4. Ensure the active participation of young people in the youth work programmes within the designated area and in the management of the centre.
5. Establish contact with, listen to, befriend, advise, support and act as an advocate for young people.
6. To design and delivery of programmes which support young people to develop leadership qualities and skills.
7. Supervise appropriate staff and volunteers and allocation of duties within the centre
8. To contribute to the development of appropriate training materials and resources to assist in the delivery of the programme.
9. To engage as necessary with other statutory and voluntary sector organisations to enhance the quality and range of opportunities available to children and young people.
10. To report to the centre manager with timely reports detailing progress, achievements and outstanding issues.

**Other Duties**

1. Participate and contribute to any meetings, forums and events as required by Maghera Cross Community Link, funder, managing agent and line manager.

2 Any other duties which contribute to a successful and positive programme.

3 Work to strict deadlines and be available to work outside normal office hours as required.

**PERSONNEL SPECIFICATION**

**Essential Criteria**

It is essential that candidates possess the following:

**Experience / Educational Attainments:**

* GCSE Maths, English and ICT or equivalent.
* Minimum 3 years’ experience of working with children and young people in a Youth Work setting or similar environment.
* Minimum 3 years’ experience of working with a community based children and young people’s programme
* Minimum 1 years’ experience managing and delivering youth work programmes

**Skills/Abilities:**

* Effective written and oral communication skills including report writing and presentation skills.
* Effective personal and interpersonal skills and ability to relate to young people.
* The ability to develop and maintain effective relationships with young people.
* The ability to co-ordination of a range of activities within the local community.
* The ability to contribute to the maintenance of effective administrative systems in line with the post’s organisational duties.
* Practical experience of financial management processes.
* Flexible approach to working hours- evening and weekend work is a pre-requisite within this post.
* A full driver's licence & access to a form of transport which will enable the post holder to meet the requirements of the post in full.

**Knowledge:**

* Demonstrable working knowledge of information technology systems to include the following Microsoft Office packages: Outlook, Word, Excel, PowerPoint.

**APPLICATION FORM**

PRIVATE & CONFIDENTIAL

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| **POST:** Youth Support Worker | **CLOSING DATE:** 12 Noon  2nd September 2024 |

Please complete all sections of this application form accurately, giving as many details as possible of your skills and experience relating to this job application and personnel specification. Please note CV’s must not be included as part of your application and if submitted will not be considered. It is therefore important that this form is completed with sufficient information to demonstrate how and to what extent you meet the job requirements. Maghera Cross Community Link reserves the right to shortlist only those applicants who appear from the information supplied in the application form to meet the requirements of the post, as detailed in the personnel specification. Only those shortlisted will be progressed to the next stage of the recruitment process.

Please complete and return this application form and monitoring questionnaire clearly marked ‘PRIVATE AND CONFIDENTIAL Job Application’ to:-

Ruth Watterson

Chairperson

Maghera Cross Community Link

49 St Lurach’s Road

Maghera

BT46 5JE

**Or by email to**

heatherboyd2009@hotmail.com

It is the applicants’ responsibility to ensure receipt within the deadline.

# A P P L I C A T I O N F O R M

SURNAME: MR/MRS/MS

FORENAMES:

ADDRESS:

POSTCODE:

TELEPHONE NO: Work Home:

Mobile: Email:

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| Secondary & Further Education | |
| Subjects | Grade |
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| University/Third Level Education | | | |
| University/College | Degree/Other Qualifications Awarded (Please state Class & Division) | | |
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| Professional Qualification | | | |
| Qualification | | Exam Date | Result |
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| Employment History (Please start with your present or most recent employment) | | | | |
| Dates  To & From | Name & Address of Employer | Position Held & Brief  Outline of Duties | Reason for Leaving | Salary |
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| Medical History/Disability |
| In line with the Disability Discrimination Act 1995, a disability is defined as ‘a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities. Please detail if you consider yourself as having a disability. |
| Give details of any illness, operation or accident resulting in lengthy absence from work. |

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| A full driving licence and access to transport for work purposes or access to another form of transport that would allow the post holder to meet the travel requirements of the post is essential for this post.  Please indicate if you meet this requirement |

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| Accompanying Statement – ESSENTIAL CRITERIA |
| Please use this part of the application form to describe how you feel you meet the essential criteria for the post. The panel will use the information to assess your application against the criteria for the post. |
| Experience of working with children and young people in a Youth Work setting or similar environment and experience of working with a community based children and young people’s programme (max. 200 words) |
| Experience managing and delivering youth work programmes (max. 200 words) |
| Effective written and oral communication skills including report writing and presentation skills (max. 200 words) |
| Effective personal and interpersonal skills and ability to relate to young people and the ability to develop and maintain effective relationships with young people (max. 200 words) |
| The ability to contribute to the maintenance of effective administrative systems in line with the post’s organisational duties, and practical experience of financial management processes (max. 200 words) |

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| Date you could take up the post, if appointed: |

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| **REFEREES** - Please provide the name and address of two referees who should have knowledge of you in a working/academic capacity (one should be your most recent employer if relevant). References will only be taken up at appointment stage. | |
| *Current Employer - (Or if not currently employed, most recent Employer)* | *Other* |
| Name:  Position:  Address:  Tel No: | Name:  Position:  Address:  Tel No: |

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| Are you eligible to work in the UK:  You will be required to provide documentation to support this claim (under Section 8 of the Asylum and Immigration Act 1996) if offered the post. |

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| I certify that all the information I have given is correct to the best of my knowledge. I understand that knowingly giving any false information may result in any job offer being withdrawn or, if appointed, to dismissal.  Signature of Applicant: ......................................................... Date: ...................................... |

Maghera Cross Community Link

Monitoring Questionnaire

We are an Equal Opportunities employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job. To demonstrate our commitment to equality of opportunity in employment, we need to monitor the community background of our employees, as required by the Fair Employment (NI) Order 1998.

**1. Perceived Religious Affiliation**

# I am a member of the Protestant community 🞏

# I am a member of the Roman Catholic community 🞏

# I am a member of neither the Protestant nor Roman Catholic community 🞏

**2. Gender**

Please indicate whether you are: Female 🞏 Male 🞏

**3. Disability**

In line with the Disability Discrimination Act 1995, a disability is defined as “a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities”

Having read this definition, do you consider yourself to have a disability?

Yes 🞏 No 🞏

**4. Age Band**

*16 – 20* 🞏 *21 – 30* 🞏 *31 – 40* 🞏

*41 – 50* 🞏 *51 – 60* 🞏 *61 – 65* 🞏

***5. Cultural/Ethnic Origin***

*Chinese* 🞏 *Traveller* 🞏 *Indian* 🞏

*Pakistani* 🞏 *White* 🞏 *Black/African-Caribbean* 🞏

*Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*