

**Empowering Young Women’s Project**

**Job Description**

**Job Title:** Project Outreach Support Worker

**Duration:** Funding to end June 2028 (with possibility of future funding)

**Key Function:** To support the implementation of all aspects of Shankill Shared Women’s Centres, Empowering Young Women’s Project (EYW) including the development of a range of support interventions. This role will assist the successful engagement of young women aged 15-25 years who reside across North/West Belfast. Post is funded by Big Lottery Community Fund under the Empowering Young People stream. The aim of our EYW project is to help young women build and develop life skills that foster good relations, build confidence, improve self-esteem, and resilience. Supporting educational and employability opportunities and the ability to implement a range of coping mechanisms to better cope with life challenges.

**Responsible to:** Line Manager, Centre Manager and Board of SSWC

**Location:** Shankill Shared Women’s Centre

**Hours per week:** 35 (excluding breaks)

**Salary:** £27,344.00 per annum

**PERSONNEL SPECIFICATION**

**Essential Criteria**

* A third level qualification in or working towards a relevant discipline (i.e. Social Science, Community/Youth Work or Education) or 5 years employment as Youth Work staff on a community-based project.
* At least 2 years’ experience of working with young women (in a Youth Work / Supportive / Mentoring setting or similar environment.
* At least 1 years’ experience of supporting young women on a One-to-One individual basis with issues relating to Health & Well-being.
* Competency in IT skills.
* Experience of facilitating and delivering accredited/non-accredited training to young people in a group work setting e.g. OCN, CCEA
* Flexible approach to working hours, evening and weekend work is a pre-requisite within this post.
* A full driver’s licence and access to a form of transport which will enable the post holder to meet the requirements of the post in full.

**Desirable**

* Experience in planning, organisation and delivery of community development events and initiatives.
* Experience of working alongside or advocating with external organisations and statutory bodies in support of individual’s needs.
* Knowledge of project monitoring and evaluation.
* Knowledge of concerns and issues affecting young women in areas such as North and West Belfast.
* Relevant mentoring qualification.

**Key Duties**

1. To play a positive and proactive role as a member of a small team to ensure the successful implementation of the overall project.
2. To assist in the recruitment of young women aged 15-25 years to engage with the project using a variety of methods.
3. To manage a caseload of young women and facilitate one to one sessions in order to build relationships and identify individual needs requiring any additional support.
4. Facilitate and organise groupwork sessions on issues relating to young women and their needs.
5. To assess the needs of young women through a comprehensive needs analysis with the view to creating a personal development plan.
6. Assist in sourcing appropriate accredited courses/training opportunities to meet identifying needs/project requirements.
7. To deliver a range of accredited and non-accredited programmes targeting young women.
8. Development or sourcing of appropriate training materials and resources to assist in the delivery of the programme.
9. To deliver programmes and initiatives which enhance young women’s active participation in the issues, services and decisions that impact on their lives.
10. To deliver programmes which provide opportunities for young women to raise their aspirations, confidence, self-esteem and their ability to learn and grow.
11. To deliver programmes which support young women to develop leadership qualities and skills.
12. To deliver annual Social Action projects in conjunction with the young women.
13. Be responsible for sharing information and representing Shankill Women’s Centre/EYW project at events and functions.
14. Attend both internal and external meetings, when necessary, to represent the project.
15. To help accurately maintain appropriate systems to monitor and evaluate the project.
16. Ability to work on own initiative or as part of a team.
17. Provide regular verbal and written reports to the Project Manager.
18. Adhere to SSWC and Project specific project policies and procedures.
19. Ability to provide reliable support to young women in times of stress whilst acting with integrity.
20. To undertake any other reasonable duty at the request of your Line Manager.

The post holder will keep completely confidential any information regarding the young women, their families or other information which is learnt as part of the job. Such information must not be passed on without proper authority unless it is in the best interest of the young woman. The post holder shall, in each instance refer to the policy of SSWC to ascertain his/her responsibilities in their situation.

**Note: SSWC reserve the right to amend criteria if required to do so.**

APPLICATION FORM

PRIVATE & CONFIDENTIAL

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| **POST:** Empowering Young Women Project Outreach Worker | **CLOSING DATE:** Friday 13th September 2024 at 10am. |

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. SSWCreserves 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.

APPLICATIONS WILL BE ACCEPTED BY E-MAIL.

Please complete the application form along with a separate envelope containing the Equal Opportunities Monitoring Questionnaire and return by post in an envelope clearly marked ‘Private and Confidential’ with your completed and signed application form.

EYW Outreach Worker (35hrs excluding Breaks)

# 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) | | | | |
|  | | |  | | | | |
| Professional Qualification | | | | | | | |
| Qualification | | | | Exam Date | | Result | |
|  | | | |  | |  | |
| 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. |
| 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. |
| A third level qualification in or working towards a relevant discipline (ie. Social Science, Community/Youth Work or Education) or 5 years employment as Youth Work staff on a community-based project. |
| At least 2 years’ experience of working with young women (in a Youth Work / Supportive / Mentoring setting or similar environment. |
| At least 1 years’ experience of supporting young women on a One-to-One individual basis with issues relating to Health & Well-being. |
| Please give details of showing your competency in IT skills. |
| Experience of facilitating and delivering accredited/non-accredited training to young people in a group work setting e.g. OCN, CCEA |
| Demonstrate your flexible approach to working hours, evening and weekend work as it is a pre-requisite within this post. |
| A full driver’s licence and access to a form of transport is essential to this post holder in order to meet the requirements of the post in full – do you have a full driver’s license and access to a form of transport? |

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| Accompanying Statement – DESIRABLE CRITERIA |
| Please use this part of the application form to describe how you feel you meet the desirable criteria for the post. The panel will use the information to assess your application against the criteria for the post. |
| Please describe your experience in planning, organisation and delivery of community development events and initiatives. |
| Please give details of working alongside or advocating with external organisations and statutory bodies in support of individual’s needs. |
| Please describe your knowledge of project monitoring and evaluation. |
| Please give details of your knowledge of concerns and issues affecting young women in areas such as the North and West Belfast. |
| Do you have a relevant mentoring qualification? If so, please give detail here. |
| Please use this space to provide any additional information that supports your application. |

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| Date you would be free to 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?: Yes/No  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: ................................ |

Please return the completed form by the closing date either by email ([admin@shankillwomenscentre.org](mailto:admin@shankillwomenscentre.org)) or to

Reception at Shankill Women’s Centre, Shankill Shared Women’s Centre, 3 Mayo Link, Belfast, BT13 3BD

**Interviews will be held week beginning:**

**Monday 23rd September 2024 from 10am.**

FSCAA

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 | 🞏 |

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**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 🞏

1. **Age Band**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *16 – 20* | 🞏 | *21 – 30* | 🞏 | *31 – 40* | 🞏 | 65+ | 🞏 |
| *41 – 50* | 🞏 | *51 – 60* | 🞏 | *61 – 65* | 🞏 |  |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *White* | 🞏 | *Pakistani* | 🞏 | *Chinese* | 🞏 |
| *Traveller* | 🞏 | *Black/African-Caribbean* | 🞏 | *Indian* | 🞏 |
| *Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | | |