September 2024 (Re-advertisement)

Dear Applicant,

Thank you for showing interest in our Keyworker vacancy with the Targeted Life Skills Service.

Please find enclosed the following:

* **Job Description.**
* **Personnel Specification.**
* **Start360 Background Information.**
* **Application Form and**
* **Equal Opportunity Monitoring Form.**

Applicants should ensure that their application form clearly reflects examples of how they meet the criteria outlined in the relevant person specification.

Please note the closing date for receipt of completed applications is **Friday, 4th October 2024 at 12pm**.Completedapplications should be emailed to human.resources@start360.org .

Applicants are responsible for ensuring that their application meets the deadline.

**Please ensure that you include a valid email address as we will be corresponding with all applicants via email following shortlisting.**

We look forward to hearing from you.

Yours sincerely,



**Melanie Murphy**

**HR Administrative Officer**

**Start360**

**JOB DESCRIPTION**

**Post:** Keyworker (Maternity cover up to 1 year)

**Project:** Targeted Life Skills

**Reports To:** Service Delivery Manager

**Base:** Northern Trust area

**Contract:** Maternity cover, up to 1 year

**Hours**: Full-time 37hrs per week (FT working pattern under review with a view to reduction to 35 hrs).

**Salary:** £23,866.00 per annum (salary under review)

**Background to the Project**

Targeted Life Skills focuses on the delivery of age-appropriate life skills and harm reduction programmes to vulnerable young people, using or at-risk of using substances, for the age groups 11 – 13, 14 – 15, and 16 – 21.

Targeted Life Skills work within the following aims:

* Develop a strategy to actively promote participation amongst the target populations;
* Identify appropriate groups of young people who are at risk of/vulnerable to substance misuse;
* Develop a communications plan that will ensure that professionals working with young people at risk of/vulnerable to substance misuse, and/or parent groups, are aware of the service and how to refer into it;
* Develop links and communication channels with the local DACT;
* Develop mechanisms to ensure that all services delivered are responsive to the needs of service users;
* Provide services in locations that are acceptable, accessible, and non-stigmatising, to the young people and/or their parents/carers, based on current and future demands;
* Ensure that methods used in the delivery of the service and premises are accessible to all service users;
* Provide services out of hours as required;
* Refer service users to other appropriate services to address any additional needs that are identified during the programmes;
* Attend multi-agency meetings as required; and
* Participate in and support evaluation of the programmes/services as requested by the Public Health Agency.

**Main Responsibilities**

* Recruit a range of young people across target groups to deliver the required number of cohorts of the Targeted Lifeskills Service in accordance with Public Health Agency guidelines.
* Deliver therapeutic group work and support programmes ensuring delivery complies with the requirements of the Targeted Lifeskills Service as funded by the Public Health Agency;
* Prepare and implement session plans and all related materials required therein and develop appropriate learning activities that deliver outstanding learning experiences to target groups;
* Ensure learning is maximised and delivery is to the highest possible standard;
* Undertake evaluation of all sessions delivered against agreed indicators and standards;
* Ensure the health, safety and welfare of all service users is paramount always;
* Work in collaboration with Key Stakeholders to ensure a seamless service for young people and their families;
* Assist other staff in supporting children, young people, and families in crisis due to parental substance misuse issues;
* Support parents/carers and family groups affected by substance misuse
* Keep up to date with new developments in the care and support of children, young people and families affected by parental substance misuse issues and ensure that best practice is maintained;
* Develop innovative ways of working with children, young people and families and support each service user’s individual intervention;
* Develop and maintain professional and effective relationships with all stakeholders: young people and families; and statutory, community and voluntary organisations;
* Develop processes through which young people can inform and shape the development of the service;
* Record all client work on Start360’s Client Information System;
* Provide monthly statistics and progress reports as required by the Service Delivery Manager;
* Attend 4 – 6 weekly reviews and annual appraisals with the Service Delivery Manager;
* Participate in team and organisational meetings, training, conferences and maintain own professional development;
* Help the creation of a relaxed and friendly atmosphere to maintain and enhance the quality of care to each service user and maximise their opportunities for choice;
* Adhere to Start360’s standard operating procedures at all times; in particular, Health and Safety, Child and Vulnerable Adult Protection, Lone Working, Data Protection and Confidentiality;
* Contribute to the overall evaluation of the project; and
* Carry out other responsibilities that may be required, as commensurate with the post.

**General Responsibilities**

**Employees of Start360 will be required to promote and support our mission: *Change Starts Here;* and our ACED values which are to accept and respect, challenge and change, engage and empower, and deliver.**

This includes, but is not limited to, the following criteria:

* Provide a caring service at all times and treat those they come into contact with in a courteous and respectful manner;
* Carry out duties and responsibilities in a manner which assures the safety of clients, colleagues, and the public;
* Demonstrate commitment through regular attendance and efficient completion of all tasks allocated to them;
* Publicise and promote the aims and objectives of the organisation;
* Adhere to all organisational policies and procedures;
* Develop processes through which young people can inform and shape the future development of Start360;
* Evaluate the impact of all work undertaken, with emphasis placed on reflective practice;
* Contribute to the overall evaluation of the organisation;
* Comply with Start360’s No Smoking Policy;
* Carry out duties and responsibilities in line with Health & Safety Policy Statutory Regulations;
* Adhere to Start360’s Equal Opportunities Policy throughout the course of employment; and
* Ensure the ongoing confidence of the public in the organisational service provision.

**Records Management**

All Start360 employees are legally responsible for all records held, created or used as part of their business within Start360, including client, corporate and administrative records whether paper-based or electronic and including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998.

Employees are required to be conversant with Start360’s records management and to seek advice if in doubt.

**Pay and Terms and Conditions**

**Salary** £23,866.00 per annum (salary under review)

**Hours** Full-time 37hrs per week (under review) – this post will require flexible working hours to meet the needs of the organisation and this specific service.

**Holidays** 25 days per year; increasing to 27 days after five years’ service, and 30 days after 10 years’ service. Employees also avail of 12 statutory days (pro-rata for part time), one birthday day and one discretionary Christmas shopping day.

**Probation** You will serve a probationary period of six months. This may be extended if considered appropriate.

**Waiting List** A waiting list may be compiled for any similar temporary or permanent vacancies that arise in the next 12 months.

Canvassing, either directly or indirectly, will be an absolute disqualification. We will review the Job Description and it may include any other duties and responsibilities, as determine in consultation with the job holder. We do not intend to be rigid and inflexible but rather to provide guidelines within which the job holder works.

**PERSONNEL SPECIFICATION**

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| **The following ESSENTIAL criteria will be assessed at application stage:** | **How these criteria will be evidenced:** |
| Professional TrainingHold, or be working towards, a recognised professional qualification in a related field e.g. social work, youth work, psychology, counselling (fully BACP-accredited or equivalent), or a similar health-related discipline. | Only those applicants who state clearly on their application form that they have the required qualification level will be considered for interview. |
| Experience* Minimum of one years full/part-time employed experience of working specifically with at risk young people and/or adults.
* Experience and expertise in using appropriate interventions for young people and/or adults at risk of suicide.
* Experience and expertise in supporting young people and/or adults in crisis due to substance/alcohol misuse.
* Experience and expertise in supporting young people and/or adults affected by substance misuse issues.
* Experience and expertise in individual case management.
* Experience and expertise in group facilitation.
* Experience of needs assessment, and design and delivery of person-centred interventions.
 | Application Form/Interview |
| C: Knowledge, Skills, and Abilities* Knowledge of different substances and their effects on young people; physical, emotional and social.
* Knowledge of evidence-based approaches used in working with substance misusers.
* Understanding of the relationship between mental health and substance misuse and awareness of various treatment models used by practitioners.
* Understanding of the relationship between mental health and substance misuse and awareness of various treatment models used by practitioners.
* Knowledge of risk reduction strategies associated with substance misuse and mental health.
* Understanding of the needs of vulnerable/at risk young people and families.
* Understanding of and ability to practice in an anti-discriminatory and inclusive way.
* Excellent oral and written communication skills for the management of caseload information, the production of management reports, and presentations when required.
* Sound planning and organisational skills and ability to prioritise a demanding workload.
* IT competent, including the ability to record on various electronic or web-based databases such as Microsoft Word, PowerPoint, Outlook and Excel.
* Current full UK driving licence. (This criteria will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport approved by Start360, which will permit them to carry out the duties of the post.)
 | InterviewInterview InterviewInterviewInterviewInterviewInterviewInterviewApplication FormApplication FormInterviewApplication form |
| D:Special Circumstances There will be occasional evening and weekend work which will be paid as TOIL. | Interview |
| E: Health Requirements * Acceptable attendance record.
* General good health to meet the demands of the post.
 | Application Form/References |
| F: Additional Factors* Willingness to work with all genders, creeds and races.
* Alignment with Start360’s mission and values.
* A positive attitude towards young people and vulnerable adults and their experiences.
* A commitment to personal development.
 | Interview |

The selection criteria may be enhanced at the shortlisting stage if a high volume of candidates meet the current essential criteria.

**START360 - BACKGROUND INFORMATION**

Start360 is Northern Ireland’s leading provider of support services to young people, adult offenders, and families in the community. We provide a range of services and interventions in the areas of health, justice, and employability. We have an excellent track record working with young people and adults in partnership with the statutory, voluntary and community sectors, providing support for people through an extensive range of skill-based programmes and services.

**To read more about our work, visit** [www.start360.org](http://www.start360.org).

**Start360 staff will be required to promote and support:**

**Our Vision:** Every Person Stronger

**Our mission:** Change Starts Here; and

**Our ACED values which are to:**

• Accept and respect,

• Challenge and change,

• Engage and empower, and

• Deliver.

**Our Services**

We offer a range of innovative programmes and services which can be easily adapted to meet specific issues faced by young people, including drug/alcohol misuse, mental and emotional health, barriers to employment or achievement, and lack of confidence and self-esteem. Sessions are always delivered in a way that is enjoyable and interactive, whilst being grounded in a sound learning framework.

**Our key programmes and services include:**

**Advocacy** representing and discussing people’s views;

**Counselling** offered to people with more complex emotional or mental health support needs;

**Diversionary Activities/Residential Experiences** providing people with opportunities to participate and improve their personal, social and life skills;

**Groupwork** educating young people and/or adults, helping them to understand and engage with each other;

**Mentoring & Group Mentoring Tailored** experienced employees assists people to make positive lifestyle and employment choices.

**Our Expertise**

Since our establishment in 1993, our experience has enabled us to develop skills in various ways:

* A proven track record in designing, developing, and delivering an exceptional range of practical support;
* Experienced, qualified, and skilled staff practitioners in all areas for young people and adults;
* A carefully developed, unique methodology based on the proven benefits of peer education;
* A focus on support, care, and self-development;
* A keen understanding the varied and often complex needs of young people, adult offenders, and families in the community.

**Our Senior Team**

The Senior Management Team at Start360 is:

Danny McQuillan Chief Executive

Thomas Bennett Corporate Services Manager

Stephen Barr Service Delivery Manager

Kathleen Grego Service Delivery Manager

Melissa Frame Justice Services Manager

**Our Partners**

Over the years we have worked closely with a variety of organisations from the public, private and voluntary and community sectors. These have included Health and Social Care Trusts, the Department for Employment and Learning, the Northern Ireland Prison Service, the Youth Conference Service, the Probation Board of Northern Ireland, numerous regional training organisations, further education colleges, schools, community groups and youth clubs.

Please contact Start360 for further information on our services.

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| **APPLICATION FOR EMPLOYMENT** |

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| **Post** | **Keyworker, Targeted Lifeskills Service** | **Applicant Ref** | **TLS 09/24/** |
| **Closing Date/Time** | **Friday 4th October 2024 at 12pm** | **Vacancy Ref** | **TLS 09/24** |

Please complete this application form using black ink or type. All sections of the form must be completed and legible. Non-completion of any section of the form may result in rejection of your application. A continuation sheet can be used unless otherwise stated. CVs are not accepted and will not be considered unless otherwise stated. If requested, application forms can be provided on disc or in large print. Applications received after the closing date and time will not be considered. Canvassing will disqualify.

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| **Personal Details** |
| Title (Mr, Mrs, Ms, Miss etc) |  |
| Forenames |  |
| Preferred name |  |
| Surname |  |
| Preferred contact number |  |
| Email address |  |
| Home address |  |
| Home address (continued) |  |
| Town |  |
| County |  |
| Postcode |  |
| National Insurance number |  |

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| **Referees** |

Please name two referees (not relatives), at least one of whom should have knowledge of your present work and be in a supervisory/managerial capacity. (One reference must be from your previous employer).

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| **Referee 1** |  | **Referee 2** |  |
| Name |  | Name |  |
| Job Title |  | Job Title |  |
| Organisation |  | Organisation |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Contact Tel No |  | Contact Tel No |  |
| Email |  | Email |  |
| Can we contact this referee without prior arrangement with you? | Yes No  | Can we contact this referee without prior arrangement with you? | Yes No  |

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| **Education (e.g. GCSE / O-Level / A-Level / NVQ / Secretarial etc)** |

Please give details of any qualifications you have obtained below. If putting forward an equivalent qualification, please provide details of the type of qualification and date awarded. If you believe your qualification is equivalent to what is required for the vacancy, the onus is on you to provide the panel with the relevant details in order to determine this.

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| **Year** | **Qualification** | **Subject** | **Mark or Grade** |
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| **Further Education (e.g. HND / Degree / Masters)** |
| **Degree/Diploma/Certificate** | **Result and Date Obtained** | **Exams to be taken** |
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| **Professional Body Membership (e.g. Nursing, Social Care, Management, Finance, Teaching)** |
| **Professional Body** | **Level** | **Registration No** | **Expiry Date** |
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| **Employment Record** |

Bearing in mind the post you are applying for, please give details of all posts you have held since leaving full-time education, **starting with the most recent**. Use additional paper if necessary.

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| **Employer 1** (present or most recent post) |
| Organisation Name |  |
| Address |  | Annual earnings & benefits |  |
| Type of business |  | Reason for leaving |  |
| Position held |  | Notice period  |  |
| Main Duties: |
| Dates of Employment | From:  | To:  |
| **Employer 2** |
| Organisation Name |  |
| Address |  | Type of business |  |
| Position held |  |
| Reason for leaving |  |
| Main Duties: |
| Dates of Employment | From:  | To:  |
| **Employer 3** |
| Organisation Name |  |
| Address |  | Type of business |  |
| Position held |  |
| Reason for leaving |  |
| Main Duties: |
| Dates of Employment | From:  | To:  |
| **Employer 4** |
| Organisation Name |  |
| Address |  | Type of business |  |
| Position held |  |
| Reason for leaving |  |
| Main Duties: |
| Dates of Employment | From:  | To:  |

 **Please continue employment history on a separate numbered sheet if necessary.**

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| **Essential Criteria** |

As part of the application process you are required to provide specific examples of how you meet the **essential** criteria. The information you provide will be used for shortlisting so please answer the question **as fully as possible**. Try to be **specific** and answer all parts of the question. Failure to provide sufficient information/detail may mean that your application will not be shortlisted. Desired criteria will be taken into account upon shortlisting, in the event of a high level of interest.

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| **Criteria 1:** Do you hold or are you working towards a recognised professional qualification in a related field, for example Social Work, Youth Work, Psychology, Counselling (fully BACP-accredited or equivalent), or a similar health-related discipline? (essential criteria) |
| **YES**  **NO**  |
| If ‘yes’, please provide details below: |
| **Criteria 2**: Do you have a minimum of of one years’ full-time/part-time employed experience of working specifically on substance/alcohol misuse with young people and/or adults? (essential criteria) |
| **YES**  **NO**  |
| If ‘yes’, please provide details below: |
| **Criteria 3:** Do you have experience and expertise in using appropriate interventions for young people and/or adults at risk of suicide? (essential criteria) |
| **YES**  **NO**  |
| If ‘yes’, please provide details below:  |
| **Criteria 4:** Do you have experience and expertise in supporting young people and/or adults in crisis due to substance/alcohol misuse. (essential criteria) |
| **YES**  **NO**  |
| If ‘yes’, please provide details below: |
| **Criteria 5:** Do you have experience and expertise in supporting young people and/or adults affected by substance misuse issues? (essential criteria) |
| **YES**  **NO**  |
| If ‘yes’, please provide details below: |
| **Criteria 6:** Do you have experience and expertise in individual case management.? (essential criteria) |
| **YES**  **NO**  |
| If ‘yes’, please provide details below: |
| **Criteria 7:** Do you have a current full driving licence (valid for use in the UK)? (**Service delivery will require travel across the Northern Trust area**. This criteria will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport approved by Start360, which will permit them to carry out the duties of the post) |
| **YES**  **NO**  |
| If ‘yes’, please provide details below: |
| **Additional Information** |
| Please include any other information which you feel would be relevant to your application  |

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| **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 to perform the duties of the post applied for, providing details of any adjustment/s required.

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The Disability Discrimination Act 1995 defines a person as having a disability if he or she has or has had a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

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| **Restrictions on Employment** |

Are there any restrictions to you working in the UK? Yes  No 

If yes, please provide details and include expiry date of any visas or work permits.

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**General Information**

Where did you **first** hear about this vacancy?

Community NI website 

NI Job Centre 

Indeed.com website 

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| Other (please give detail)   |  |

Start360 social media 

Start360 employee 

Start360 website 

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| **Declaration** |

I hereby declare that:

1. The statements contained in this application are, to the best of my knowledge true and correct. I agree that any misrepresentation made 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 any services rendered.
* I understand that to take up this job I must have satisfactory references and will be subject to an Access NI check.\* (**Any post within Start360 can involve contact with children, young people or vulnerable adults, therefore all posts are subject to an enhanced Access NI check). Any role positioned in any of the prison sites will require a Counter Terrorism Check (CTC).**
* I understand that I may be asked to show some formal identification and evidence of qualifications if required.
* I confirm that as far as I know there are no medical reasons which would stop me from carrying out the duties of this job.
* I agree to you making any necessary enquires during the recruitment and selection process.
* I understand that canvassing will disqualify me from the selection process for this job.

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| **Signature:** |  | **Date:** |  |

By signing and returning this application form you consent to Start360 using and keeping information about you provided by you or by third parties, relating to your application or future employment. All information will be processed in accordance with the Data Protection Act 1998.

\*Please note that Start360 adheres to a Code of Practice when completing the Access NI process. This is available for applicants by making a request to HR. A copy of the Charity’s Handling of Disclosure Information Policy can also be requested via human.resources@start360.org .

Please return by **12pm, Friday 4th October 2024** to human.resources@start360.org

Late or incomplete applications will not be accepted.

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| **EQUAL OPPORTUNITY MONITORING FORM** |
| **Post** | **Keyworker, Targeted Lifeskills Service** | **Applicant Ref** | **TLS 09/24/** |
| **Closing Date/Time** | **Friday 4th October 2024 at 12pm** | **Vacancy Ref** | **TLS 09/24** |

**STRICTLY CONFIDENTIAL**

Start360 is an Equal Opportunities Employer. We aim to provide equality of opportunity to all persons regardless of their religious belief; political opinion; sex; race; age; sexual orientation; whether they are married or are in a civil partnership; whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment. We do not discriminate against our job applicants or employees on any of the grounds listed above. We aim to select the best person for the job and all recruitment decisions will be made objectively.

In this questionnaire we will ask you to provide us with some personal information about yourself. We are doing this for two reasons; firstly, to demonstrate our commitment to promoting equality of opportunity in employment. The information that you provide us will assist us to measure the effectiveness of our equal opportunity policies and to develop affirmative or positive action policies. Secondly, we monitor the community background and sex of our job applicants and employees in order to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998.*

**You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so.**

Nevertheless, we encourage you to answer the questions below. Your identity will be kept anonymous and your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any unlawful decisions affecting you, whether in a recruitment exercise or during the course of any employment with us. To protect your privacy, you should not write your name on this questionnaire. The form will carry a unique identification number and only our Monitoring Officer will be able to match this to your name.

You are permitted to detach this form and return it separately from the Application Form via post. If you have not done so, our Monitoring Officer will detach it on your behalf upon receipt of your application prior to shortlisting.

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| **1: PERSONAL DETAILS** **DATE OF BIRTH:**  **GENDER:** ☐ Male ☐ Female |
| **2: RELIGIOUS AFFILIATION/COMMUNITY BACKGROUND**Please indicate your perceived religious affiliation/community background by ticking one of the boxes below:□ Protestant □ Roman Catholic □ Neither |
| **NOTE: If you answer the above questions about Community Background and Sex, you are obliged to do so truthfully, as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.** |
| **3: MARITAL STATUS**☐ Single, that is, never married ☐ Married or in a civil partnership and living with spouse/partner ☐ Divorced ☐ Widowed ☐ Living with someone as a couple |
| **4: RESPONSIBILITY FOR DEPENDANTS**Do you have personal responsibility for the care of: -☐ A child/children (under 18 years) ☐ A person with a disability ☐ A dependent elderly person ☐ None of the above |
| **5: DISABILITY***The Disability Discrimination Act 1995 defines a person as having a disability if he or she has, or has had a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.*(i) Do you have a Disability? YES ☐ NO ☐ (ii) If yes, please indicate the type of impairment which applies to you by ticking the appropriate box(es). You may indicate more than one impairment. If none of the categories apply, please mark other and specify the type of impairment.☐ Physical impairment, such as difficulty using your arms or mobility issues which require you to use a wheelchair or crutches.☐ Sensory impairment, such as blindness/having a serious visual impairment, or deafness/having a serious hearing impairment.☐ Mental health condition, such as depression or schizophrenia.☐ Learning disability/difficulty (such as Down’s Syndrome or dyslexia), or cognitive impairment (such as Autistic spectrum disorder).☐ Long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy.☐ Other (please specify): (iii) If you have a disability, are there any practical steps which Start360 might consider taking which would assist you in carrying out the duties of this post? (Continue on a separate sheet if necessary) |
| **6: ETHNIC GROUP***Race discrimination law outlaws discrimination (including harassment) in recruitment and employment on grounds of colour, race, nationality and ethnic or national origins.*Please indicate the ethnic group you consider you belong to:☐ White ☐ Black African ☐ Mixed Ethnic Group ☐ Chinese ☐ Bangladeshi ☐ Indian ☐ Pakistani ☐ Irish Traveller ☐ Black Caribbean ☐ Mixed Ethnic Group / Other Ethnic Group- please detail:

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| **7: NATIONALITY**Please indicate your nationality:

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| **8: RELIGIOUS DENOMINATION/CURRENT STATED RELIGION**Please indicate which religious denomination you belong to by ticking one of the boxes below:☐ Protestant ☐ Roman Catholic ☐ Other Christian☐ Buddhist ☐ Hindu ☐ Jewish☐ Muslim ☐ Sikh ☐ Another Religion☐ None |
| **9: SEXUAL ORIENTATION**My sexual orientation is towards someone: ☐ A different sex ☐ Of the same sex ☐ Both ☐ Prefer not to say |
| **10: TRANSGENDER**Do you consider yourself to be transgender?☐ YES ☐ NO  |

Data Protection
By completing and returning this monitoring form, you consent to Start360 using and keeping information about you provided by you or by third parties, relating to your application or future employment. Such information may include details relating to your community background, ethnic origin or any disability.