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**General** **Information**

The following outlines basic information about working terms and conditions.

* **Location**

This post is for a Youth Worker in Charge in Seven Derrys Youth Club, which operates from Aghagallon Community Centre.

 **Hours of Work**

This is a part-time post for 6 hoursper week. The Youth Worker in Charge will be required to work every Wednesday evening 6pm – 10pm in Aghagallon Community Centre and the remaining two hours from home programme planning and completing relevant paperwork as required.

* **Length of contract**

This is a casual post pending further funding.

**Salary:**£13.64

 **Probationary Period -** There will be a probationary period of 3 months.

 **Equality of Opportunity**

Seven Derrys Youth Club is committed to equality of opportunity in employment and welcomes applications from all suitably qualified persons, irrespective of religious belief, gender, disability, race, political opinion, age, marital status, sexual orientation or whether or not they have dependants. All applicants for employment will be considered on the basis of merit.

 **Child Protection**

In compliance with Child Protection legislation the preferred candidate must agree to an Access NI managed Police check.

**Closing date for applications: Tuesday 17th December 2024**

**Pre-employment checks**

**Introduction**

To ensure that we safeguard children and young people who participate in our work, Seven Derrys Youth Club will carry out appropriate pre-employment checks as part of our staff and volunteer recruitment and selection process to enable us to make informed recruitment decisions. This information sheet gives a brief outline of the process. Further information can be obtained by contacting Seven Derrys Youth Club directly.

**Pre-employment Checks**

After interview we will ask potential staff members for their consent to an Enhanced Disclosure check which will be carried out by Access NI.

Disclosures will provide details of a person’s criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC). It will also provide details from lists held by government departments and information held by local police services.

A copy of the Disclosure document will be sent directly to the candidate who will then need to show it to Seven Derrys Youth Club designated Child Protection Officer.

Please note that you do not have to consent to these checks being carried out. However, if consent is withheld, Seven Derrys Youth Club will have to withdraw any offer of employment.

With some exceptions having a criminal record will not necessarily bar an individual from working at Seven Derrys Youth Club. This will depend on the nature of the position sought and the circumstances and background of the offence/s.

**Proof of identification**

In order to process the Disclosure check, Seven Derrys Youth Club is required to confirm the identity of any potential youth work volunteers and members of staff. For this reason, we will seek documentation as evidence of identity. A list of the acceptable documents will be provided.

**Please note that any information supplied will be treated in confidence and in accordance with the Data Protection Act and the Access NI Code of Practice.**

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**JOB DESCRIPTION & PERSON SPECIFICATION**

**Job Title:** **Youth Worker in Charge (Part-time)**

**Salary: £13.64 Hours: 6 hours per week**

**Reports to: Management Committee**

**Responsible for:** The development and delivery of an agreed programme of activities for groups of children and young people aged 8-11 and 12-18. Management of adult and young volunteers who help during the junior sessions and the implementation of club policies.

**Qualifications/ Experience:** It is desirable the club leader have qualifications or experience working with children and young people in a youth work or other child-centred setting.

**Main Duties & Key Responsibilities**

1. To identify, prioritise and deliver a programme of youth work activities based on need in the area.
2. To provide leadership and support for a team of young volunteers within the club.
3. To manage a small team of adult volunteers to ensure compliant and best practice.
4. Ensure that young people play an active role in the club and work towards a model of youth participation.
5. Provide information and support to young people to assist them to express and realise their goals and to work effectively in groups.
6. Challenge oppressive behaviour in young people.
7. Encourage young people to broaden their horizons and be active citizens.
8. Monitor and evaluate the quality of youth work activities, supporting young people in the evaluation of the activities and the impact of youth work on their development.
9. Support young people in their understanding of risk and challenge them to take action to address key issues in their lives.
10. Implement the Management Committee’s Child Protection Policy, and other relevant policies, and work with young people to safeguard their welfare and the welfare of others.

Closing date for applications: Tuesday 17th December 2024.

**Application form – Youth Worker in Charge**

**Personal Details**

Forename (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

National Insurance Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your Qualifications**

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| --- | --- | --- |
| **Type of Exam** (GCSE, NVQ, A Level, BTEC, Degree, Post-Graduate etc) | **Subject** | **Grade** |
|  |  |  |

**Previous work relevant to the post** (Start with present or most recent job)

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| --- | --- | --- | --- |
| **Name & Address of Employer** | **Salary & Dates employed**  | **Type of Job** (give brief description of duties) | **Reason for Leaving** |
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[Please attach an additional sheet if required]

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| Please outline relevant qualifications, skills and experience relevant to this post. |

**Declaration of Criminal Convictions and Monitoring Questionnaire**

Is there any reason why you cannot work with children or young people? **Yes / No** (please underline your response).

In compliance with Seven Derrys Youth Club policy and current legislation, applicants must fully complete Declaration of Criminal Convictions. This will be treated in confidence.

**References**

All offers of employment are subject to receipt of satisfactory written references. Please provide the names, telephone numbers, addresses and email addresses of two referees, one of whom should be your present or most recent employer/line manager, and one who knows/has known you in a work capacity and can comment on your suitability for this post.

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| --- | --- |
| **First Referee**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Second Referee**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Declaration**

I declare that the information provided in this Application Form is, to the best of my knowledge,

true and complete.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_ \_ / \_ \_ / \_ \_ \_ \_

**SEVEN DERRYS YOUTH CLUB**

**DISCLOSURE OF CRIMINAL CONVICTION**

Please read this information carefully.

**Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STATEMENT OF NON-DISCRIMINATION**

**Seven Derrys Youth Club** is committed to equal opportunity for all job applicants, including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the role. Any disclosure will be seen in the context of the criteria of the role, the nature of the offence and the responsibility for the care of children and young people, volunteers and employees. **Applicants are required to declare any convictions, cautions, reprimands and final warnings not protected by legislation.**

Please complete and sign this Declaration Form (below) accurately and return this with your application form. An arrangement may be made with you to discuss any convictions if clarification is required. Thank you for your cooperation.

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| **DECLARATION****Do you have any convictions that are not “protected” as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979, as amended in 2014?****[ ]  Yes** **[ ]  No**If ‘Yes’, please state the nature, date(s) and sentence of the offence(s) and provide any other information youfeel may be of relevance, such as**:** the circumstances of the offence/incident; any relevant developments in your situation since; and whether or not you feel the conviction has relevance to this post. (Please continue on an additional separate page if required.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_I declare that any and all answers provided herein are complete and correct to the best of my knowledge and I have informed Seven Derrys Youth Club Management Committee in writing of any pending future convictions. I understand that I have applied for a role which is a Regulated Activity Position as defined by the Safeguarding Vulnerable Groups (NI) Order 2007 (as amended by the Protection of Freedom Act 2012) and which also falls within the definition of an “exempted” position as provided for by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979 (as amended in 2014). **I give my consent for an AccessNI\* check to take place and for this information to be shared only with relevant persons nominated as part of Seven Derrys Youth Club risk assessment and appointment procedures.** **(Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_ \_ / \_ \_ / \_ \_ \_ \_** |

\*Seven Derrys Youth Club complies with the AccessNI Code of Practice.