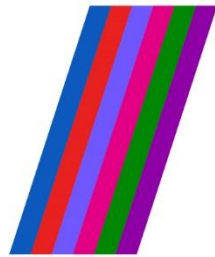




Post of
Assistant Youth Worker
(Part-time)



PEACEPLUS
Northern Ireland - Ireland

Co-funded by the



European Union



UK Government

Job Specification & Job Description
Including Eligibility Criteria and Appointment Notes

Job Ref: AYW01.25

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“Registered with The Charity Commission for Northern Ireland, NIC101118;
Company Limited by Guarantee, NI62968”

JOB SPECIFICATION – Assistant Youth Worker - Job Ref AYW01.25

Location – Richhill (& Across SHSCT Area)

1.0 INTRODUCTION

1.1 Completed applications must clearly demonstrate the qualifications, experience and skills sought, and must be returned to incredABLE before **4pm on Friday 14th February 2025**

1.2 It is anticipated that interviews will be held w/c 17th February 2025.

2.0 ORGANISATION OVERVIEW

People living with a learning/intellectual disability and/or autism often experience boundaries with life opportunities.

We work to change that.

Through social, recreational, and skills-based experiences, incredABLE creates opportunities for incredABLE people to feel empowered to make choices, discover talents, realise passions and build a meaningful life within a supportive community where they can thrive.

We want to inspire families, empower individuals, and include communities across the Southern Health and Social Care Trust area via greater choice and opportunity for engagement.

Our Values-

Commitment

We are a passionate and dynamic staff and volunteer team who are committed to people first and supporting individuals to realise their own vision of being incredABLE.

Collaboration

We believe in the value of working in collaboration and proactively seek out partnerships to make incredABLE things happen.

Creativity

We strive for creativity in our bespoke approach to opportunities so that they are meaningful, participatory and uniquely incredABLE.

Community

We see community as central to the incredABLE experience of inclusion and we work alongside communities to support engagement, access, and visibility of incredABLE individuals.

3.0 LOCATION

The successful candidate should expect to be based at incredABLE's head office at 162 Portadown road, Richhill, but work throughout the Southern Health & Social Care Trust Area.

4.0 DUTIES AND RESPONSIBILITIES

SUMMARY OF JOB:

The Assistant Youth Worker will assist the youth work team to deliver a range of Youth Programmes to young people aged 14-24 years. You will support the Youth Worker in organising and delivering tailored programmes to meet the needs and goals of young people in the SHSCT area, and will work co-operatively with our young work team to achieve project targets and deliver the best possible outcomes for participants.

You must be a passionate and proactive youth/ community worker, believing in supporting young people to achieve their dreams and aspirations.

KEY RESPONSIBILITIES

Role Specific Responsibilities

- To provide direct support to young people engaging in the HEROES+ project, communicating with them in an open, friendly, and professional manner.
- To assist in the delivery of the youth work programmes and interventions under the guidance of the Senior Youth Worker.
- To work closely with HEROES+ consortium partners and our young work team to ensure that resources within the agreed locality are deployed effectively, and young people have appropriate support to access project activities.
- To gather and feed back information to assist with the monitoring of young people's individual progress and learning outcomes and evaluation of project activity.
- To contribute to the completion of information reports against project targets and outcomes using agreed processes and timeframes.
- To contribute to the increase of incredABLE's marketing initiatives, social media channels, profile and reputation as well as those for the HEROES+ project.

Other Duties

- Attend training courses and events as required and share learning with other staff and the trustees, as relevant.
- Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
- Attend and participate in staff meetings, team meetings and relevant training.
- To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting

in an official capacity and in accordance with the provisions of GDPR, Data Protection Act and amendments.

- To maintain awareness of the organisation's objectives and provision and compliance with all procedures, policies and regulations.
- Contribute towards other aspects of the incredABLE's work as required and carry out such other appropriate tasks and work as requested.
- Commit to and work within the code of conduct, mission, values and objectives of incredABLE.

The above list is not exclusive or exhaustive and the postholder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All staff is required to be professional, co-operative and flexible in line with the needs of the post and the organisation.

Staff representatives of incredABLE are expected to treat all those with whom they come in contact with courtesy and respect. Evening and weekend work including staying away from home is also a feature.

PERSONNEL SPECIFICATION

SELECTION CRITERIA

The below person specification shows essential experience, skills, abilities, knowledge, qualities and/or qualifications required to be able to carry out the duties of this post. Applicants must be able to demonstrate that they meet the following essential criteria in their written application and at interview if selected. Please therefore address, in completing the application form, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.

Eligibility Criteria

Criteria	E or D *	S or I **
Qualifications		
OCN Level 2 in Youth work or equivalent	D	S

Or

Experience	E	S
At least 1 years' relevant experience in working with young people in a paid or voluntary capacity (i.e. youth/ support worker or equivalent) and be willing to undertake relevant youth work qualifications		

Skills, Knowledge and Abilities	E	S
Knowledge and understanding of relevant legislation relating to child protection, safeguarding issues and any relevant policy and practice frameworks including the Youth Work Curriculum	D	S
Competent IT skills with working knowledge of MS Office products.	E	S
Excellent attention to detail	E	I
A comprehensive knowledge of learning disability and/autism.	D	S

Requirements: Personal Qualities/Circumstances		
A flexible, inspiring and supportive colleague.	E	I
Commitment to the values of the organisation, policies & procedures & standards of conduct.	E	I
Willing to undertake relevant on the job and external training as required.	E	I
Commitment to the work of the organisation.	E	I
Be open minded, non-judgemental and have a willingness to question own attitudes.	E	I
Ability to empathise with service users regardless of race, gender, age, religion, nationality, marital status, sexual orientation or disability.	E	I
Ability to work flexible, unsociable hours including evenings, weekends and to travel throughout Northern Ireland at times demanded by the job.	E	S
***Access to a car or access to an alternative form of transport to meet the travel requirements of the job.	D	S
The successful candidate will be required to undergo an enhanced check via the Access (NI) Service before commencement of employment.		
<p>*E = essential criteria D = desirable criteria</p> <p>**S = shortlisting criteria I = interview criteria</p> <p>*** = Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence.</p>		

4.1 Short listing Criteria

Short listing will be carried out in respect of the Essential Criteria but in the case of a large number of applicants, we reserve the right to enhance the short-listing criteria to include the Desirable attributes.

Please Note:

Only those applicants, who appear, from the available information as provided in a returned application (CV along with a covering letter), to be most suitable, in terms of relevant skills, experience and ability will be invited to interview. It is therefore essential that you fully describe in the application how you meet the experience and qualities sought. It is not appropriate simply to list the various posts that you have held. Assumptions will not be made from the title of posting(s) as to the skills and experience you may or may not have gained. Applications that do not provide the necessary detailed information in relation to each of the stated criteria will be rejected.

5.0 APPOINTMENT NOTES

- 5.1** The above post is available on a 3 year (until December 2027) fixed term contract basis for 10 hours per week.
- 5.2** The appointment will be to incredABLE. All appointments are subject to the satisfactory completion of a 6-month probationary period.
- 5.3** The successful candidate will start at the salary of £22,789 (pro rata) per annum based on 10 hrs week.
- 5.4** Annual leave entitlement is 35 days (pro rata) per annum, inclusive of statutory holidays.
- 5.5** The working week is 37.5 hours excluding meal breaks. (Actual working hours to be negotiated) However, as part of the normal contract of employment, appointees will be required to work variable hours, which will mean working into late evenings, at weekends or on Public Holidays.
- 5.6** The successful candidate will be given suitable training, including on-the-job training and formal specialised courses as necessary. Financial assistance with approved studies may be available.

6.0 GENERAL INFORMATION

6.1 incredABLE is committed to equality of opportunity in employment and welcomes applications from all suitably qualified candidates irrespective of religious belief, gender, disability, race, political opinion, age, marital status, sexual orientation or whether or not they have dependents. All applications for employment will be considered on the basis of merit. To demonstrate our commitment to equality in employment we need to monitor the community background of all employees and job applicants as required by The Fair Employment and Treatment (NI) Order 1998. Therefore, we require all job applicants to complete and return a Monitoring Questionnaire in a sealed envelope, (provided for this purpose). Personnel involved in either the short-listing or interview selection processes will not see its contents. If you do not complete this questionnaire, and return it with your completed Application (CV along with a covering letter), we will not be able to process your application to the next stage of selection.

6.2 A detailed Contract of Employment will be issued to the successful candidate within 8 weeks from the date of commencing work.

6.3 THIS CORRESPONDENCE SHOULD NOT BE TAKEN AS CONSTITUTING THE PROPER TERMS AND CONDITIONS OF EMPLOYMENT FOR THIS POST.