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Application Pack

**Sessional Youth Worker (£16 per hour)**

July 2024

Introduction

The Bytes Project is a youth work charity that has been working with the most vulnerable young people in Northern Ireland for nearly three decades. Read more at [www.bytes.org](http://www.bytes.org).

# Job Description

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| **Job title** | Sessional Youth Worker (Across the North West, Based in Derry/L’Derry) |
| **Reporting to** | Michael Mulrine, Area Manager |
| **Responsibilities** | Enabling Bytes to successfully deliver youth work projects that promote the personal, educational, creative, and social development of young people, using creative ICT, assisting them reach their full potential. This will be in line with the NI Youth Work Curriculum. |
| **Job location** | Across the North West, Based in Derry/L’Derry |
| **Hours** | Casual |
| **Salary** | £16.00 per hour |

**Main Purpose of the Post**

1. Delivering a Range of High-Quality Youth Work Programmes
2. Supporting the Development of Volunteers
3. Working with Agencies to Enhance Services for Young People
4. Supporting Project Development and Implementation

If you would like to arrange an informal discussion about this post, please contact:

[administrator@bytes.org](mailto:michael.mulrine@bytes.org)

Principal Tasks and Responsibilities

**Delivering a Range of High-Quality Youth Work Programmes**

1. Recruit and co-designing programmes with young people to meet identified needs, in line with the NI Youth Work Curriculum for Northern Ireland.
2. Ensure that all programmes embed opportunities for young people to develop digital skills.
3. Ensure the active participation of young people in the design and review of youth work programmes.
4. Implement effective monitoring and self-evaluation of agreed work programmes.
5. Be responsible to the line manager for all management, administration, and financial matters relevant to projects.

**Developing Volunteers**

1. Motivate and develop volunteers.
2. Assist with monitoring and quality assurance.

**Working with Agencies to Develop Services**

1. Work with relevant agencies to maintain services and partnerships.
2. Work with relevant agencies to enhance services for young people.

**Supporting Project Development and Implementation**

1. Develop projects based on assessed needs of children and young people, underpinned by a strengths-based ethos.
2. Ensure effective project implementation.

**General**

1. To maintain the required level of confidentiality.
2. Undertake any other duties as required by the CEO.
3. To be open to undertake a range of CPD opportunities.

# Person Specification

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| --- | --- | --- |
| Essential  Criteria |  | Assessment Method |
| Qualifications & Experience | Able to demonstrate a minimum of one years' experience working with young people. | Online Application and Discussion |
| Knowledge | Demonstrable knowledge of Education Child Protection regulations. | Discussion |
| Skills | Ability to engage young people and make effective relationships. | Discussion |
| Other | * A full current driving licence\* and access to a form of transport that will enable the postholder to meet the travel requirements of the Job   \*Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence. | Application |

If you are interested in this post, please complete this short [online application form](https://forms.office.com/Pages/ResponsePage.aspx?id=SU7sG4VCcEmTwIDMVmBDw6_Ft9T7paFCul05XhZczMFUQTlaTVlGVlM3VUhYMjdDSk9NT0VGMVc5TC4u) and email Bytes’ Equality Monitoring form to administrator@bytes.org no later than **5pm** on **7th March 2025** any applications received after this date will not be considered.

# General information

**Equality of Opportunity**

Bytes is committed to a policy of equality of opportunity in its employment practices and aims to ensure that no actual or potential job applicant or employee is discriminated against, either directly or indirectly, on the grounds of gender, marital status, disability, race, community background or political persuasion, age, dependants, sexual orientation, or trade union membership.

Bytes welcomes applications from suitably qualified people from all sections of the community. All applications for employment are considered strictly on the basis of merit.

ONLY the details provided by you in your application form (Section 3 Membership of Professional Bodies, Section 4 Employment History, Section 5 Training, Section 6 Voluntary Service or Community Work and Section 7 Relevant Experience to the post.) will be provided to the selection panel for the purpose of determining your eligibility for the post.

**Vetting Procedure Assessment Information**

Appointment is subject to completion of required pre-employment checks to include:

* + appropriate documentary evidence of eligibility to work in the UK
  + security Check via Access NI – Enhanced Disclosure
  + documentary original evidence of qualifications
  + employment history validation.

Successful applicants must provide sufficient documentation to satisfy nationality and vetting requirements.

**Nationality Requirements**

Bytes must ensure that you are legally entitled to work in the United Kingdom. Bytes will require ORIGINAL documentation to be provided that demonstrates the applicant’s right to work in the UK.

All successful applicants MUST provide when requested one of the single documents, or two of the documents in the specified combinations given, from List A;

**LIST A Documents**

A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.

A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.

A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland.

A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland.

A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom.

A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.

**Document combinations**

An official document issued by a previous employer or Government agency, e.g. HM Revenue and Customs (formerly the Inland Revenue), the Department for Work and Pensions, Jobcentre Plus, the Employment Service, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency, which contains the permanent National Insurance number and name of the person.

**AND ONE OF THE FOLLOWING**:

An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom.

A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder’s parents.

A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder’s adoptive parents.

A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.

An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.

A certificate of registration or naturalisation as a British citizen.

A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom.

Advice on Nationality can be obtained from the Home Office website: [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk).

**ACCESS NI CHECKS (CRIMINAL CONVICTION CHECKS)**

To be eligible for this position you must complete an Access NI Enhanced Disclosure.

Having a criminal record will not necessarily be a bar to obtaining a position.

A copy of the Access NI Code of Practice will be made available to all candidates upon request.

Copies of The Bytes Project’s policies on Recruitment of Ex-Offenders & Access NI Disclosure Handling Policy are also available on demand.

The category of Access NI check required for this post is: Enhanced Disclosure Check

Before appointing anyone to a post, it is our policy to request an Access NI check to be carried out. Access NI enables organisations in Northern Ireland to make more informed recruitment decisions by providing criminal history information about anyone seeking paid or unpaid work in certain defined areas, such as working with children or vulnerable adults.

The check will tell us if you have a criminal record, or if your name is included in the Independent Safeguarding Authority Barred Lists. Any information which we receive will be treated confidentially and we will talk to you about it before we make a final decision.

A check will only be carried out if you are the successful candidate and are being offered an appointment.

In your application you MUST tell us if you have ever been convicted of a criminal offence, cautioned by the Police, or bound over.

You MUST tell us about ALL offences, even minor ones such as motoring offences and ‘spent’ convictions, that is, things that happened a long time ago. If you leave anything out it may affect your application.

In addition, it is important to note that if your application is successful and you become an employee of Bytes, you MUST tell us IMMEDIATELY if you incur any criminal charge and/or conviction, no matter how minor.

You should not put off applying for a post because you have a conviction. We deal with all criminal record information in a confidential manner, and information relating to convictions is destroyed after a decision is made.

PLEASE NOTE: It is a criminal offence for anyone who is included on a barred list to work or seek work, in regulated activity. Individuals who are barred may be able to work in controlled activity.

Further details in relation to legislative requirements can be accessed on www.nidirect.gov.uk/vetting or www.accessni.org.uk.

Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978