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**JOB DESCRIPTION**

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| **Job Title** | **Location** |
| **Youth Bank Support Worker** | A choice of South Eastern Trust – Downpatrick, Lisburn, Newtownards  **or** Greater Belfast |
| Accountable To | |
| Youth Officer/Service Manager | |
| The Service | |
| **Youth Matters** is a fun, engaging, youth work service supporting disabled children and teenagers under 18 years of age. We support people with disabilities, autism, ADHD, and brain injury to participate in group-based activities, inclusive programmes, and summer schemes to unleash their potential. | |
| Purpose of the Job | |
| You will work alongside our Youth Officers and Project Workers to deliver fun and exciting opportunities for young people with physical disabilities, autism, ADHD, and brain injury to promote inclusion, personal development and independence. Activities could include bowling, cinema, arts and crafts, outdoor activities, going to local youth clubs or summer schemes.  Activities take place in the evenings, at the weekends or during the school holidays.    This position provides an excellent opportunity to gain experience in the sector, work as part of a team and is an opportunity to make a real difference to the lives of disabled young people! | |
| Salary/ Hourly Rate | Hours of Work |
| **£12.21 per hour** | As and when required. Hours will be in the evenings and weekends with day times during the school holidays. |
| Closing Date | Length of Contract |
| Tuesday 15th April 2025 at 10am | Bank |

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| **Our Benefits** |
| * Annual leave based on 5.6 weeks (inclusive of public and statutory holidays), based on accrual, paid in arrears per quarter. * Statutory Sick Pay, if applicable. * Auto enrolment into pension scheme, if applicable. * Investor in People Platinum organisation with commitment to development of the staff team through training and learning opportunities. |

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| **Our Vision, Mission and Values** |
| **Our Vision** is an inclusive society for all.  **Our Mission** is to support individuals and families living with disability, autism and brain injury to live the lives they choose.  **Our Values** are **C**ollaboration, **E**quality, **D**ignity, **A**chievement, **R**esilience. |

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| **Key Duties and Responsibilities** |
| **Customer**   * To support the Youth Officer to deliver social outreach activities to meet identified individual needs (assistance with personal care, this may include some manual handling tasks) * To support the Youth Officer to work toward agreed objectives within individual support plan for each child and young person * To assist young people to participate fully in activity programme. * To continuously monitor and review progress of each child or young person and provide on-going support and guidance. * To develop positive relationships with Youth Officer and young person * To provide a flexible service including evening and weekends to meet the needs of the children/young people on the service.   **Financial**   * Work with current financial administrations systems of The Cedar Foundation   **Internal Processes**   * To establish effective communication links with Youth Officer and young people * To work as part of a team to ensure the safe participation of children and young people attending activities. * To establish effective communication links with all stakeholders including young people, parents, social services and other providers * To establish good relationships with community based mainstream activity for the young people   to ensure compliance with all policies and procedures   * Risk Management Programme * Health & Safety * Programme delivery in line with internal management manual (ISO)   **Organisational Capacity**   * To undertake The Cedar Foundations mandatory and job specific training * To promote the image of the organisation to the wider community |

*This Job Description is a general outline of the post as it is currently perceived by The Cedar Foundation. It is not intended to be restrictive or definitive. Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation’s strategic plan. The responsibilities of the post may change in line with continuous improvements as Cedar aims to meet its vision and best respond to the needs of disabled people accessing our services.*

*Reserve List may be compiled should a similar role arise within the next 12 months.*

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**PERSONAL SPECIFICATION**

***CRITERIA –*** *all applicants MUST be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet the required criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.*

**Please note – The Cedar Foundation does not offer Sponsorship**

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| **Essential Criteria** | | |
| **Criteria** | | **Assessment** |
| 1. | Interest in working with children and young people with disabilities | Application form &  Interview |
| 2. | Awareness of the needs of people with physical disabilities | Application form & Interview |
| 3. | Availability Evenings, weekends and School Holidays | Application form &  Interview |
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| **Desirable Criteria** | | |
| **Criteria** | | **Assessment** |
| 1. | Experience supporting young people in a paid or voluntary capacity | Application form &  Interview |
| 2. | Ability to support children and young people to participate in activities | Application form &  Interview |  |

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| **Values Competency** | | |
| **Criteria** | | **Assessment** |
| 1. | **Collaborative** working and the ability to work in a team to deliver our vision and strategic aims | Interview / Probationary |
| 2. | Commitment to building a community that recognises **Equality** and **Diversity** | Interview / Probationary |
| 3. | Ability to support service users to **Achieve** their full potential | Interview / Probationary |
| 4. | Committed to ensuring the provision of high quality person centred services. | Interview / Probationary |
| 5. | Demonstrating **Resilience** to meet the objectives of the job | Interview/ Probationary |

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| **Role Competency** | | |
| **Criteria** | | **Assessment** |
| 1. | Practical experience working with young people | Interview / Probationary |
| 2. | Awareness of Safeguarding Children & Young People and  Reporting Procedures | Interview / Probationary |
| 3. | Delivering a person-centred service with respect, care, and compassion | Interview / Probationary |
| 4. | Ability to use initiative to be solutions focused | Interview / Probationary |
| 5. | Effective communication skills to meet the needs of the post in full | Interview / Probationary |
| 6. | Demonstrate a flexible approach to meeting the objectives of the job | Interview / Probationary |

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| **Conditions of Employment** | | |
| **Requirement** | | **Assessment** |
| 1. | The Right to Work in the UK. | Provide original Right to Work documentation |
| 2. | Provide 2 satisfactory references, one being from the most recent employer. | Give the name and contact details of referees in the application form and contact the referees to inform them that they will be contacted by us. |
| 3. | Able to fulfil the Occupational Health requirements for the post which includes being physically and mentally fit for the purposes of the work. | Complete and return the Medical Questionnaire and attend an Occupational Health Assessment, if required. |
| 4. | Satisfactory Enhanced Access NI check | Apply for an Access NI check online and provide the relevant ID without delay |

# **THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER**