

Bradford



Bradford YMCA

Y:Zone Project Worker
16 hours per week

Fixed Term 31st March 2020

Application Pack

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A WELCOME TO APPLICANTS

Thank you for your interest in working for the YMCA. If you are an internal applicant you will already be familiar with the distinctive nature of the YMCA and its work. External applicants may not be aware that YMCAs are Christian charities belonging to a national and international Movement. The YMCA offers opportunities to young people and their communities to develop in mind, body and spirit and so help to fulfil their potential. It aims to reflect this holistic approach in the way it recognises the value of each individual staff member and enables them to make their unique contribution to the organisation's mission.

In England, the YMCA comprises some 160 different Associations found in most cities and towns, each of which operates as a separately registered charity. These YMCAs are often working with people at times of greatest need. Worldwide, the Movement has over 30 million members in some 125 countries. The evolution of each YMCA is influenced by local factors. But generally YMCAs aim to:

- Facilitate personal, social and spiritual development – through life and job skills training and a wide range of other opportunities for personal growth and challenge.
- Build relationships and provide programmes that support young people's transition to adulthood.
- Develop communities through the provision of supported housing, community activities and sport, exercise and fitness programmes for all ages.
- Share ideas and resources across the world as part of an international YMCA network.

The YMCA values diversity and welcomes applications from across all of the community. Diversity is reflected strongly among those who participate in YMCA activities and use its facilities. Our housing residents, for instance, come from many nations and backgrounds; the YMCA provides accommodation and training facilities for both men and women; our health and fitness suites have been successful in offering customised programmes for people with disabilities; and the range of activities involves people of all ages. We are also committed to ensuring that diversity is reflected strongly within our Board of Management, volunteer and employee structures. This includes a commitment to keep our practices under review, leading to action where necessary, in order to attract new people from all sections of the community.

Inclusiveness is fundamental to the ethos of the YMCA as a Christian organisation. It is expressed in a wholehearted commitment to welcome people of other faiths and those of none, linked to a confident identity as a Christian faith-based Movement. In order to promote the Christian ethos of the YMCA it is important that certain posts are filled by committed Christians. If the advertisement/job details for the position for which you are applying states that you are required to have a personal commitment to the Christian faith, the information you supply in the 'Religious Beliefs' section of your application will be taken into account in the selection process. If this is not the case, whilst you will be expected to respect the Christian ethos of the YMCA and uphold its values in your work, you are not required to complete the 'Religious Beliefs' section. The values to be upheld include: being inclusive and welcoming to people of all religious faiths and none; promoting respect and freedom for all; working for tolerance and understanding; having an active care and concern for the community; and affirming the equal value of each person when caring for and working with others.

Thank you again for your interest in working for the YMCA. We look forward to receiving your application.



Bradford YMCA Mission, Values and Ethos

Our Mission

The City of Bradford YMCA is:

- Part of a worldwide inclusive Christian Movement
- Working with people of other religious faiths and those of none
- To transform communities so that all young people truly belong, contribute and thrive

Our Values & Ethos

The City of Bradford YMCA is part of a worldwide Christian Movement and our guiding values are:

- Valuing each person, and especially young people, with respect and understanding
- Being inclusive and welcoming to all people of all religious faiths and none irrespective of sex, marital status, race, colour, nationality, ethnic origin, disability, age or sexual orientation
- Working for tolerance and understanding
- Demonstrating openness, fairness, integrity and accountability
- Committed to learning from experience
- Being flexible and open to change

JOB DESCRIPTION

Job Title: Y:Zone Assistant Project Worker
Department/Unit: Bradford YMCA
Responsible to: Y:Zone Lead Worker

Organisation Context:

The Association is a Christian Charity providing education, training and environmental activities to supporting young people and their families, Bradford YMCA encourages, supports and challenges young people to achieve their full potential.

Y:Zone is new project developed by Bradford YMCA in partnership with BBC Children in Need to support young people aged 6-13 who are experiencing disadvantage as a result of a family separation. The programme delivers three weekly 12 week programmes to support young people with their thoughts, feelings and behaviours throughout this difficult transition alongside fun positive activities and a weekly Youth Club night.

Job Purpose:

To develop, plan and deliver the Y:Zone programme and activities to vulnerable young people aged 6-13 to achieve the following outcomes:

- Children and Young People who are going through a family separation will have improved coping strategies and resilience
 - Children and young people will have a reduction in anger and aggression related outbursts as they are better able to deal with their feeling and emotions
 - Children and young people will have improved communication and be better able to talk about the issues that are affecting them
-

Duties and Responsibilities

1. To work with the Y:Zone Lead Worker to plan and deliver an engaging 12 week programme to achieve the project outcomes
2. To develop session plans for each weekly activity based on the group's ability and progress
3. To prepare session resources (including activity room) for weekly activities
4. To deliver high standard, quality sessions to support children and young people in achieving their goals.
5. To complete end of session reports and evaluations to determine what has worked well and any changes required for the next session
6. Work alongside the Project Lead to engage with families and referring agencies and gather relevant assessment information from them (including home visits prior to engagement) maintaining communication throughout the programme.
7. To run a weekly Youth Club (based at YMCA Culture Fusion) for children and young people on the Y:Zone programme (they can attend this alongside or after their 12 week programme)
8. To support the Y:Zone Lead Worker on all matters regarding fundraising, media coverage and raising the profile of the programme.
9. To provide cover in staff absence or planned holiday as required.
10. To develop working practice in line with Health & Safety policy.

11. To follow the Safeguarding policy of the organisation, reporting Safeguarding concerns as required.
12. To fully commit and work in accordance with all YMCA Policies and procedures, in particular Code of Conduct, Equal Opportunities & Diversity, PACT and Bullying, Health and Safety, Data Protection and Safeguarding.
13. To undertake agreed training and development activities.
14. Other such duties as are necessary and appropriate to the post.

Special Requirements and Environmental Factors

1. To have a flexible approach and be willing to carry out further functions and roles as required by the management team.
2. To evidence an understanding of the needs of confidentiality
3. To actively promote equality and diversity
4. To work within the ethos of the Bradford YMCA

Safeguarding

YMCA Bradford is fully committed to safeguarding the welfare of all vulnerable adults, children, and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect vulnerable adults, children and young people from harm, abuse and exploitation.

As a staff member you will have responsibility for ensuring that YMCA Bradford's Safeguarding Policies, Procedures and Guidance are delivered in line with our values and ethos to promote the welfare of children, young people and adults within or connected to YMCA Bradford.

Health & Safety

As a member of staff you are responsible for the safety and welfare of all staff and you must therefore have knowledge of the Company's Health & Safety Policy and relevant instructions to your area of work. Any matter which you consider requires attention in this respect is your responsibility to report following the correct procedures, or to the Health and Safety Manager. Copies of the current Health & Safety Policy and Safety Procedures are available in the Centre.

NB. The above job description is not an exhaustive list of duties. The postholder will be expected to perform various tasks as necessitated by the evolution of the role within the organisation and growth of the overall Bradford YMCA strategy and business goals. The main duties of the post may be reviewed with regards to experience and developments within the organisation; any review will be undertaken in conjunction with the post holder

I have received and understood this job description.

Employee Name: _____ Signature: _____

Manager's Name: _____ Signature: _____

Date: _____

Y:ZONE PROJECT WORKER - PERSON SPECIFICATION

Assessment Methods:

A – Application, I – Interview, R – References, X – Interview Presentation/Exercise

Personal Attributes	Essential (E) or Desirable (D)	Method of Assessment
Essential Skills/Experience/Knowledge		
Experience of working holistically to address identified needs of children/young people aged 6-13 in a paid or voluntary capacity.	E	A, I
Experience of delivering positive activities to challenging and disengaging children/young people	E	A, I
Experience of working with: <ul style="list-style-type: none"> • Young people with physical/emotional health needs • Young people from disadvantaged backgrounds 	D	A,I
	D	A,I
Knowledge of agencies and services for children/young people and families	D	A, I
Demonstrable understanding of Safeguarding and Child Protection issues.	E	A, I
Experience of working with external partners, funders and stakeholders.	E	A, I
Good numeracy and financial skills	E	A, I
Qualifications		
Literacy/Numeracy Level 2 or equivalent	E	A,I
Youth Work or Childhood Development qualification or equivalent	E	A,I
Physical Activity Leader qualification	D	A,I
Child Behaviour/Counselling/CBT qualification	D	A,I
Proof of continued updating of skills through in-service or specific training courses	D	A,I
Willing to attend relevant training courses	E	E
Circumstances – Personal		
Prepared to work flexible hours including some evenings and weekends	E	
No contra-indication to working with young people	E	
Holder of current clean driving licence (minimum 2 years driving experience)	D	
If driving test passed after 1997 need D1 entitlement on licence to drive minibus	D	
Use of own vehicle for business use	D	

Disposition, Adjustment & Attitude		
Commitment to the Aims and Purposes of the YMCA	E	
Relate easily to Children and Young People	E	
Ability to communicate at all levels	E	
Experience of giving presentations/community consultation techniques	E	
Equality		
Must be able to indicate an acceptance of a commitment to the principles underlying the YMCA Equal rights policies and practices	E	A, I

TERMS & CONDITIONS

SALARY: £18,200 per annum (pro rata) £9.33 per hour

HOURS OF WORK: 16 hours per week

A part time working week of 16 hours, this 16 hours per week post is to be worked over 3 days and will involve afterschool, evening and weekend work.

PAID LEAVE ENTITLEMENT:

4 weeks (pro rata) paid leave is allowed. 1 extra day's holiday will be awarded for completing 2,4,6,8 and 10 years service up to a maximum of 25 days. Additional paid leave is granted for statutory Bank Holidays as specified in the Contract of Employment.

SICK PAY:

Absence due to genuine sickness is payable in accordance with the Association's arrangements; any payments made as a YMCA sick pay will include any element of SSP. The maximum number of weeks of YMCA sick pay in any year is 2 weeks full pay in any rolling 12 month period, after one year's completed service. A pro-rata entitlement of one week's full pay will be paid for every completed 3 months of service, in the first year of employment. Part-time employees' sick pay in on a pro-rata basis to that of a full-time employee.

DBS Checks:

If the post requires a DBS check as a requirement of the role – the post will be offered subject to satisfactory DBS clearance

TRAVEL:

A travel allowance of 45pence per mile is payable, where travel between sites is specified as a requirement in the role.

PENSION:

To comply with the new law regarding Pension Automatic Enrolment, depending on your circumstances, you will be automatically enrolled into our qualifying pension scheme, provided by NEST Pensions.

You will be able to opt-out of the scheme if you wish, but if you remain a member you will be saving towards your retirement. If you do not meet the criteria to be automatically enrolled, you will have the option to join the scheme if you wish. Further information on the pension scheme can be obtained by contacting the HR Department.

NOTICE

As per contract of employment

CONDITIONS:

The post is subject to a probationary period of 3 months.

DISCIPLINARY & GRIEVANCE:

The Association's standard disciplinary and grievance procedures apply to this post.

TRAINING:

The Association is committed to the training of all employees as and when necessary.

EQUALITY & DIVERSITY

The post holder must be aware of equality and diversity principles and comply with the Bradford YMCA's equality and diversity procedures.

HEALTH & SAFETY

All staff are responsible for the implementation of the health and safety procedures so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of health and safety arrangements relating to their work to ensure appropriate improvements are made when necessary.

Selection & Interview Arrangements

Interview Panel	Leanne Ashworth - Senior Manager Carol Woodley - Y:Zone Project Lead
Closing Date	9am Friday 29th March 2019
Short listing	1st April 2019
Notification of shortlist (Successful candidates only)	2/3rd April 2019
Interview Date and Process Assessments	Tuesday 9th April 2019
Panel Decision and Notification	TBC

How to Apply

To request an application pack please email bradfordrecruitment@fyldecoastymca.org

Completed application forms should be submitted by email with supporting statements securely attached to:- bradfordrecruitment@fyldecoastymca.org

The closing date for this role is **by 9am Friday 29th March 2019** please note any applications received after this date and time will not be considered.

All referee requests will be treated with the strictest confidence and no referee will be approached without obtaining your prior consent. You are also invited to complete and return the Equal Opportunities Form for monitoring purposes.

The Equal Opportunities Form allows Bradford YMCA to follow the recommendations of the Equal Opportunities Commission, the Commission for Racial Equality and the Disability Rights Commission, that we as an employer should monitor the selection process to ensure equality of opportunity is being offered and being achieved. This form will not form part of your application and will be treated as confidential

Thank you for your time and we look forward to receiving your application.