

Bradford



Bradford YMCA

PALZ and Project Worker  
Part-Time – 16 – 30 Hours Per Week

Application Pack

Closing Date: Monday 31<sup>st</sup> July 2017, by 9:00am.

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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:** PALZ+ Project Worker  
**Department/Unit:** Bradford YMCA  
**Responsible to:** PALZ+ Lead Worker

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**Hours Of Work:** 16 - 30 hours per week (to be worked over 4/5 days)

Fixed term until 31<sup>st</sup> March 2018 (pending future funding)

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### **Organisation Content:**

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.

### **Job Purpose:**

To provide a programme of one2one mentoring and developmental activities to vulnerable children and young people aged 8-13, to achieve the following outcomes:

- Prevent, reduce or stop instances of Children and Young People displaying challenging behaviour in a variety of settings.
- Through engaging in constructive activities, Children and Young people have improved social and emotional wellbeing.
- Children and Young people are supported to become resilient with improved knowledge and safety and therefore reducing risk.

### **Duties and Responsibilities**

1. To work with a case load of approx. 6- 12 children who have been appropriately identified as in need of the service.
2. To work with referring agencies and gather relevant assessment information from them.
3. Undertake activities, including home visits, outreach, to make contact and engage referred children.
4. To undertake appropriate assessments of children, including CAF/Signs of Safety, who have been engaged onto caseload involving them, and their families where appropriate, in this process.
5. To develop, with each child on caseload, a personal support plan that will include short term milestones and medium term targets. The support plan will be tailored to each child and focus on work to change those behaviors that are detrimental to the child's future well-being as identified through assessment.
6. To co-ordinate and follow up on all support plan activities, liaising with other agencies as required.

7. To deliver appropriate 1-2-1 and/or small group work activities with children on caseload to address issues such as anger management, communication, etc. To plan and deliver small groups work – issue based or positive activity - tailored to needs of children on caseload – to support their future integration into mainstream positive activities.
8. To work with families of children on caseload to provide 'low level' mediation and support – making referrals to professional parenting services if necessary.
9. To accompany and support children on caseload to appointments eg. to counselling.
10. To work closely with referring schools and ensure children on caseload and achieving good attendance and working to their potential at school – in particular supporting children on caseload who are struggling with their transition from primary to secondary school – this may include a period of picking them up to take them to school.
11. To work closely with referring schools to ensure we receive relevant data and information about children we are working with to measure distance travelled.
12. To ensure a speedy response to any crisis situation facing children on caseload – liaising with other agencies and services.
13. To identify and support children on caseload into appropriate diversionary activities.
14. To exit children from caseload when their plans have been completed, their needs have been reduced and they are settled into mainstream activities – provide an aftercare service for 1 month to ensure they remain on track.
15. To keep any referring organisation fully informed of your contact and to record the outcome of planned sessions.
16. To act as a positive role model at all times and encourage clients to take part in challenging activities and attend school/training etc.
17. To be involved in the planning of own work load.
18. To maintain files on children/young people on caseload that includes referral, assessment, plans, review and evaluation information.
19. To provide information for monitoring and evaluation, reporting and on-going development of project.
20. To manage petty cash for project and ensure expenditure is in line with agreed budgets.
21. To work as part of a team – with other YMCA staff and services, the PALZ+ partnership, as well as Culture Fusion partners.
22. To work in a multi-agency setting and to maintain collaborative working relationships with external agencies.
23. To attend meetings, conferences and seminars where appropriate – this may include PALZ+ Partnership Meetings, Area Committees and/or Neighborhood meetings.
24. To follow marketing and PR policies and guidelines providing ideas and information and data when required – ensuring marketing materials are kept fully up to date with any service delivery changes.

25. To promote the work of the City of Bradford YMCA.

26. 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.

27. To undertake agreed training and development activities.

28. 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.

### **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: \_\_\_\_\_

## PALZ and Project Worker - PERSON SPECIFICATION

### Assessment Methods:

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

Personal Attributes	Essential (E) or Desirable (D)	Method of Assessment
<b>Experience</b>		
1. Experience of working to holistically address identified needs of children/young people aged 8 to 13 in paid or voluntary capacity.	<b>E</b>	<b>A,I</b>
2. Experience of delivering issue based 1-2-1 or group work activities to children/young people.	<b>E</b>	<b>A,I</b>
3. Experience of delivering positive activities to challenging and disengaged children/young people.	<b>E</b>	<b>A,I</b>
4. Experience of general office administration work	<b>E</b>	<b>A,I</b>
5. Experience of working with one or more of the following groups of young people: <ul style="list-style-type: none"> <li>• Young people at risk of offending</li> <li>• Young People at Edge of Care</li> <li>• Young people with challenging behaviour</li> <li>• Young people with educational difficulties</li> </ul>	<b>D</b>	<b>A,I</b>
<b>Qualifications</b>		
6. Basic literacy/numeracy up to Level 1 or equivalent	<b>E</b>	<b>A</b>
<b>Training</b>		
7. Willingness to undertake further training, as required	<b>E</b>	<b>A,I</b>
<b>Special Knowledge</b>		
8. An understanding of why young people become involved in and continue to be involved in crime and/or risky and negative behaviours.	<b>E</b>	<b>A,I</b>
9. Knowledge of agencies and services for children/young people	<b>E</b>	<b>A,I</b>
10. Demonstrable understanding of Safeguarding and Child Protection issues.	<b>E</b>	<b>A,I</b>
11. Knowledge of YMCA/Charity organisations	<b>D</b>	<b>A,I</b>
<b>Circumstances – Personal</b>		

12. Provide a positive role model for young people.	<b>E</b>	<b>I,R</b>
13. Willingness to be flexible and work evenings/ weekends	<b>E</b>	<b>I,R</b>
14. Holder of a full driving licence and access to own vehicle.	<b>E</b>	<b>I,R</b>
15. No contra indications to personal background or criminal records indicating unsuitability to work with young people or finance or in a position of trust.	<b>E</b> <b>E</b>	<b>I,R</b> <b>I,R</b>
16. Must be eligible to work in the UK	<b>E</b>	<b>I,R</b>
<b>Disposition, Adjustment &amp; Attitude</b>		
17. Willingness to adhere to YMCA dress code policy to wear identifiable clothing provided	<b>E</b>	<b>I</b>
18. Respect for the Christian ethos of the YMCA and able to uphold its values	<b>E</b>	<b>I</b>
<b>Practical Intellectual skills</b>		
19. Good organisational skills, self-motivation and an ability to work under pressure handling competing demands.	<b>E</b>	<b>A,I</b>
20. Good IT skills, including ability to maintain database and spreadsheet records .	<b>E</b>	<b>A,I</b>
21. Good communication skills both written and verbal.	<b>E</b>	<b>A,I</b>
<b>Physical/Sensory</b>		
22. Must be able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate, under the provision of the Disability Discrimination act 1995.	<b>E</b>	<b>I</b>
<b>Equality</b>		
23. Candidates should indicate an acceptance of a commitment to the principles underlying the YMCA's Equal rights policies and practices.	<b>E</b>	<b>I</b>
24. A commitment to Bradford YMCA's aims and objectives, including equal opportunities/ diversity policy.	<b>E</b>	<b>I</b>

## TERMS & CONDITIONS

**SALARY: £18,618.73 Per Annum (Pro Rata) £9.55 Per Hour**

### **HOURS OF WORK:**

A part-time working week of either 16 or 30 hours, this post will involve evening and weekend work. A time off in lieu (T.O.I. L) system is in operation and must be agreed with your line manager.

### **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 30 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.

## **Bradford YMCA**

### **Selection & Interview Arrangements**

**Interview Panel:** To Be Confirmed

**Closing Date:** **Monday 31<sup>st</sup> July 2017, by 9:00am.**

**Short listing:** To Be Confirmed

**Notification of shortlist  
(Successful candidates only):** To Be Confirmed

**Interview Date and Process:** To Be Confirmed

**Panel Decision and  
Notification:** To Be Confirmed

## **How to Apply**

To request an application pack please email  
[bradfordrecruitment@fyldecoastymca.org](mailto:bradfordrecruitment@fyldecoastymca.org)

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

The closing date for this role is Monday 31<sup>st</sup> July 2017, by 9:00am; 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.