

Bradford



Bradford YMCA

Youth Environmental Project Worker
Part-Time – 16.0 Hours Per Week

Application Pack

Closing Date: Monday 31st 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:	Youth Environmental Project Worker
Department/Unit:	Bradford Environmental Education Services (BEES)
Responsible to:	Environmental Lead (Youth)

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.

Job Purpose:

To develop, plan and deliver the Shaping Spaces project within the BEES department, including working in local communities and in partnership with other organisations. Shaping Spaces is a youth support programme that is delivered through Environmental /outdoor activities. Young people participating on the programme will participate in outdoor, land based, projects and have the opportunity to achieve a L1 in Horticulture through Shipley College.

Duties and Responsibilities

- 1) Deliver a programme of youth support for NEET young people aged 16-25 using Environmental activities as an engagement tool.
 - a) To support with the planning and delivery of the Shaping Spaces programme.
 - b) Engaging young people aged 16-25 who aren't engaged in any service or employment, and give them skills to progress into further volunteering, education or employment.
 - c) Planning and delivery of personal and development sessions to support NEET young people.
 - d) Planning and delivery of environmental training sessions with young people within their communities.
 - e) Achieving Shaping Spaces outcomes in line with the Reaching Communities and Douglas Wood Charity grant agreements.
- 2) Be responsible for maintenance and up keep of departmental resources used for the project including tools and vehicles.
- 3) Supervision of trainees and volunteers.
- 4) To monitor and deliver programmes within the given budgets.
- 5) To monitor and evaluate programmes within formats agreed by YMCA and programme funders.
- 6) To assist with the preparation of reports for project funders.
- 7) To work as part of the BEES team, supporting delivery across other BEES projects as required.
- 8) To develop working practice in line with Health & Safety policy.



- 9) To co-ordinate and support the Environmental Lead (Youth) on all matters regarding fundraising, media coverage and raising the profile of City of Bradford YMCA.
- 10) Liaise with BEES staff team to ensure programme delivery takes advantage of skills and resources within the Department.
- 11) 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.
- 12) To undertake agreed training and development activities.
- 13) 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: _____

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
Experience & Knowledge		
1. Working with young people and/or the community	E	A
2. Practical Environmental/Conservation Work or Outdoor Education	E	A
3. Delivery of a project in a similar type of organisation / service	D	A,I
4. Experience in supporting young people to gain accredited qualifications	D	A,I
5. Understanding of work in the voluntary sector	E	A,I
6. Knowledge of computers and experience of using word processing and presentation software	D	A,I
Qualifications		
7. Youth and Community Work or equivalent	E	A
8. Willing to attend relevant training courses	E	A,I
9. Proof of continued updating of skills through in-service or specific training courses	D	A,I
Circumstances – Personal		
10. Prepared to work flexible hours including some evenings and weekends	D	A,I,R
11. No contra-indication to working with young people	E	I,R
12. Holder of a current clean driving licence (for at least 2 years)	E	A
13. If driving test passed after 1997 need D1 entitlement on licence	D	A
14. Minibus competency test	D	A,I
Disposition, Adjustment & Attitude		
15. Commitment to the Aims and Purposes of the YMCA	E	I

16. Relates easily to people	E	I
17. Ability to communicate at all levels	E	I
18. Able to demonstrate a creative enterprising approach	D	I
19. Experience of giving presentations/ community consultation techniques	D	I
Practical Intellectual Skills		
20. Able to work as part of a team	E	A,I
21. Understanding of health & safety issues relating to practical environmental/outdoor work	E	A,I
Physical / Sensory		
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	E	I
Equality		
23. Must be able to indicate and acceptance of a commitment to the principles underlying the YMCA's Equal Rights policies and practices and any other partner agencies	E	A,I

TERMS & CONDITIONS

SALARY: £9.15 - £9.55 per hour (dependant on qualifications and experience)

HOURS OF WORK: 16 hours per week

A working week of 16 hours per week, the project runs throughout the day on a Wednesday and Thursday.

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.

Bradford YMCA

Selection & Interview Arrangements

Interview Panel:	To Be Confirmed
Closing Date:	Monday 31st 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

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

The closing date for this role is Monday 31st 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.