

Bradford



Bradford YMCA

Youth Worker (Achieve)
Part-Time – 30.0 Hours Per Week

Application Pack

Closing Date: Monday 31st July 2017, by 9:00am.

Contents

A Welcome note to applicant	3
Bradford YMCA's Vision & Mission Statements	4
Job Description	5-7
Person Specification	8-9
Terms & Conditions	10-11
Selection and Interview Arrangements	12
How to Apply	13

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 Worker (Achieve)
Department/Unit: Bradford YMCA
Responsible to: Senior Manager

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.

From September 2017 the YMCA will be expanding our Prince's Trust delivery to include the Achieve Programme. The Achieve programme supports young people aged 11-19 who are at risk of underachieving in education. Delivered informally in education and youth work settings, Achieve provides young people with the space and attention they need to learn skills, develop confidence, raise aspirations and improve their attitude to learning. It aims to engage young people in education and ensure that every young person is given the opportunity to realise their potential.

Each Achieve club will comprise of approx. 10 young people working at Entry Level 3, Level 1 or Level 2.

Job Purpose:

Using the Prince's Trust Achieve toolkit you will be required to plan and deliver engaging personal and social development sessions for young people aged 11-19 covering a range of topics depending on each clubs desired outcomes. Topics could include:

- **Personal and social development**
 - **Life skills**
 - **Active citizenship**
 - **Enterprise project**
 - **Preparation for work**
-

Duties and Responsibilities

1. Create a delivery plan for each Achieve club taking into account the clubs desired learning outcomes and personal and social development goals.
2. Plan and deliver high standard engaging youth work sessions in line with the Prince's Trust resource toolkit and the clubs delivery plan.
3. Support young people to complete the Prince's Trust qualification and gain an accreditation for their achievements.

4. To produce session reports and evaluations as required.
5. To work as part of a team of Youth Work delivery staff, providing support and cover as appropriate.
6. To develop working practice in line with Health & Safety policy.
7. To follow the Safeguarding policy of the organisation, reporting Safeguarding concerns as required.
8. 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.
9. To undertake agreed training and development activities.
10. 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: _____

Youth Worker (Achieve) - 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
Essential Skills/Experience/Knowledge		
Experience of working holistically to address identified needs of children/young people aged 11-19 in a paid or voluntary capacity.	E	A, I
Experience of delivering issue based youth work in a group work setting.	E	A, I
Experience of delivering positive activities to challenging and children/young people disengaged in mainstream education	D	A, I
Experience of working with one or more of the following groups of young people: <ul style="list-style-type: none"> • Young people with physical/emotional health needs • Young people from disadvantages backgrounds • Young people at periphery of Social Care • Young People with challenging behaviour • Young people with educational difficulties • Young people at risk of offending 	E	A,I
An understanding of why children and young people become involved in and continue to be involved in crime and/or risky negative behaviours.	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.	D	A, I
Qualifications		
Literacy/Numeracy Level 2 or equivalent	E	A,I
Youth Work or Childhood Development qualification or equivalent	E	A,I
Teaching Qualification (PTTLS's AET L3 or equivalent)	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		
No contra-indication to working with young people	E	I
Holder of current clean driving licence (minimum 2 years driving experience)	D	I
If driving test passed after 1997 need D1 entitlement on licence to drive minibus	D	I
Use of own vehicle for transporting clients	E	I
Disposition, Adjustment & Attitude		
Commitment to the Aims and Purposes of the YMCA	E	I
Relate easily to Children and Young People	E	I
Ability to communicate at all levels	E	I
Experience of giving presentations/community consultation techniques	D	I
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: £18,618.73 - £19,832.87 per annum (pro rata) dependant on qualifications and experience.

HOURS OF WORK: 25- 30 hours per week

A part time working week of between 25-30 hours, this post will initially be a term time only post delivered during school hours Monday – Friday.

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:	TBC
Closing Date:	Monday 31st July 2017, by 9:00am.
Short listing:	Monday 31st July 2017
Notification of shortlist (Successful candidates only):	TBC
Interview Date and Process:	TBC
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 Monday 31st July 2017, 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.