

Bradford



Bradford YMCA

**Team Manager - Children, Young People and  
Families Projects (Targeted Early Help)**

Initial Fixed Term 31<sup>st</sup> March 2020 subject to future  
funding

Application Pack

## Contents

A Welcome note to applicant .....	3
Bradford YMCA's Vision & Mission Statements .....	4
Job Description .....	5-7
Person Specification .....	8-10
Terms & Conditions .....	11-12
Selection and Interview Arrangements .....	13
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:** Team Manager - Children, Young People and Families Projects  
(Targeted Early Help)

**Responsible to:** Senior Manager

**Responsible for:** Y:Zone Project Support Worker, CYP&F Keyworkers

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### Job Purpose and additional information

We are seeking an experienced and motivated individual who is inspired by playing an important role in changing people's lives and therefore communities. We are all about creating inspirational pathways and opportunities, opening doors and welcoming all to get involved and make a positive difference. Working with us means helping children, young people and families at all levels of ability, from all walks of life, to develop their self-esteem and potential in new ways.

This role involves direct delivery and management of the Y:Zone Programme along with Team Management responsibilities for our Families First projects within our Children, Young People and Families department.

### Y:Zone

Y:Zone is a project developed by YMCA Bradford and funded through BBC Children in Need to support young people aged 6-13 who are experiencing disadvantage as a result of a family separation. The project delivers 12 week group work programmes to support children and young people with their thoughts, feelings and behaviours throughout this difficult transition alongside fun positive activities and holiday schemes.

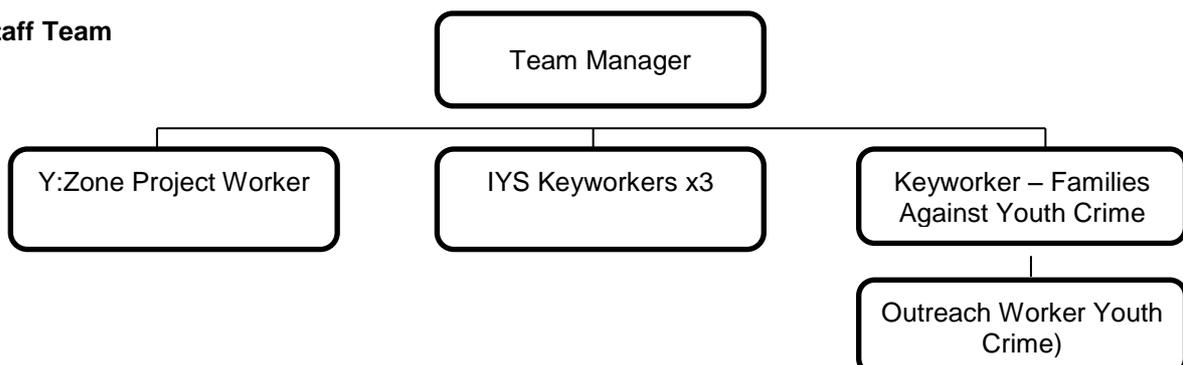
### Intensive Youth Support (IYS) Families First)

The Families First partnership (Barnardo's/YMCA/J.A.M.E.S/Brathay) commissioned by Bradford Metropolitan District Council, delivers a key worker service for vulnerable families living in Bradford & District that meet the national 'Troubled Families' criteria.

**IYS Keyworkers** use a 'Think Family Model' including undertaking Signs of Safety assessments. The post holder will have an understanding of the challenges faced by children, young people and families and be able to provide management support and supervision to keyworkers to enable them to deliver support and interventions.

Additional resources have recently been secured through the Ministry of Housing and Local Government **Supporting Families Against Youth Crime** fund which is aimed to support keyworkers, community groups, teachers and other professionals working with children and young people to intervene earlier to help them develop the personal resilience to withstand peer pressure and make their own positive life choices. It will also support more in-depth work with parents and carers to help them fully understand the risk factors and dangers of their children becoming drawn into gang crime.

### Staff Team



Duties/responsibilities	% of role
<p><b>Programme Delivery</b></p> <ul style="list-style-type: none"> <li>• Delivery of the Y:Zone 12 week programme (2 half days per week 36 weeks per year).</li> <li>• To work with partners and referring agencies/schools to identify children and young people who would benefit from the Y:Zone and CYP&amp;F programmes, prioritising those most in need of support and from disadvantaged backgrounds.</li> <li>• To undertake appropriate assessments of children and young people, who have been engaged onto the programme, where appropriate involving their families in this process.</li> <li>• To plan, deliver and evaluate the Y:Zone activity programme ensuring high quality delivery of the project to meet agreed outcomes.</li> <li>• To lead on and deliver holiday activities and youth sessions across the 6-13 years to support additional learning and development of children and young people attending projects.</li> <li>• To maintain files on children/young people on caseload that includes referral, assessment, plans, review and evaluation information.</li> </ul>	40%
<p><b>Programme Management</b></p> <ul style="list-style-type: none"> <li>• Supervision of staff, placements and volunteers delivering CYP&amp;F programmes.</li> <li>• Plan and undertake joint visits with Keyworkers, e.g. initial home visits to enable a better understanding of the needs of the caseload.</li> <li>• To allocate referrals as appropriate to programmes and individual Key-workers.</li> <li>• To support Key-workers to complete contractual requirements in line with audit standards.</li> <li>• To manage resources within programmes.</li> <li>• To monitor and deliver programmes within the given budgets.</li> <li>• To produce weekly/monthly/quarterly reports using agreed formats for YMCA leadership team and for project funders when requested.</li> <li>• To act as a Safeguarding Officer, reporting, recording and dealing with Safeguarding concerns as required.</li> <li>• To develop working practice in line with Health &amp; Safety policy including leading on risk assessments for programme activities and acting as a contact for lone workers within Children, Young People and Families Team.</li> <li>• To attend meetings, conferences and seminars where appropriate.</li> <li>•</li> </ul>	50%
<p><b>Programme Development</b></p> <ul style="list-style-type: none"> <li>• To support the Senior Manager on all matters regarding fundraising, media coverage and raising the profile of programmes.</li> <li>• To support the Senior Manager to identify, develop and apply for grant/tender opportunities to further YMCA Bradford's work with Children, Young People and Families.</li> </ul>	10%

### Special Requirements and Environmental Factors

- To have a flexible approach and be willing to carry out further functions and roles as required by the management team
- To evidence an understanding of the needs of confidentiality
- To actively promote equality and diversity
- To undertake agreed training and development activities
- To work within the ethos of the Bradford YMCA

### Safeguarding

YMCA Bradford is fully committed to safeguarding the welfare of children, young people and adults at risk. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children, young people and adults at risk 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: \_\_\_\_\_

## 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 6 to 13 in paid or voluntary capacity.	E	A
2. Experience of delivering issue based 1-2-1 or group work activities to children/young people.	E	I
3. Experience of delivering positive activities to challenging and disengaged families.	E	A
4. Experience of managing or leading a staff team	E	A
5. Experience of working with one or more of the following groups of young people: <ul style="list-style-type: none"> <li>• Children/Young people at risk of offending</li> <li>• Children/Young People at Edge of Care</li> <li>• Children/Young people with challenging behaviour</li> <li>• Children/Young people with educational difficulties or absent from education</li> <li>• Families in need of support</li> </ul>	E	A
<b>Qualifications</b>		
6. Hold or working towards a L3 qualification in one of the following qualifications or equivalent: <ul style="list-style-type: none"> <li>• Working with Children, Young People and Families</li> <li>• Youth Work/Youth and Community Work</li> <li>• Social Work</li> </ul>	E	A
7. Hold or working towards a L3 qualification in one of the following qualifications or equivalent: <ul style="list-style-type: none"> <li>• Management</li> <li>• Team Leader</li> </ul>	E	A
8. PTTLS or Award in Education and Training	E	A
9. Literacy/numeracy up to Level 2 or equivalent	E	A
<b>Training</b>		
10. Willingness to undertake further training, as required	E	I

<b>Special Knowledge</b>		
11. 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>I</b>
12. Knowledge of agencies and services for children/young people	<b>E</b>	<b>I</b>
13. Demonstrable understanding of Safeguarding and Child Protection issues.	<b>E</b>	<b>I</b>
14. Demonstrable understanding of Health and Safety practices	<b>E</b>	<b>I</b>
<b>Circumstances – Personal</b>		
15. Provide a positive role model for children, young people and families.	<b>E</b>	<b>I</b>
16. Willingness to be flexible and work evenings/ weekends	<b>E</b>	<b>I</b>
17. Holder of a full driving licence and access to own vehicle.	<b>E</b>	<b>A</b>
18. No contra indications to personal background or criminal records indicating unsuitability to work with children, young people or families or in a position of trust.	<b>E</b>	<b>R</b>
19. Must be eligible to work in the UK	<b>E</b>	<b>R</b>
<b>Disposition, Adjustment &amp; Attitude</b>		
29. Willingness to adhere to YMCA dress code policy to wear identifiable clothing provided	<b>E</b>	<b>I</b>
21. Respect for the ethos of the YMCA and able to uphold its values	<b>E</b>	<b>I</b>
<b>Practical Intellectual skills</b>		
22. Good organisational skills, self-motivation and an ability to work under pressure handling competing demands.	<b>E</b>	<b>I</b>
23. Good IT skills, including ability to maintain database and spreadsheet records.	<b>E</b>	<b>A</b>
24. Good written communication skills	<b>E</b>	<b>A</b>
25. Good verbal communication skills	<b>E</b>	<b>X</b>

<b>Physical/Sensory</b>		
26. 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>A</b>
<b>Equality</b>		
27. A commitment to Bradford YMCA's aims and objectives, including equal opportunities/ diversity policy.	<b>E</b>	<b>I</b>



## TERMS & CONDITIONS

**SALARY: £24,000 - £26,000 FTE per annum**

**HOURS OF WORK: 37.5 hours per week (may consider 30 hours)**

A working week of either 30 or 37.5 hours per week, this post will involve afterschool and evening work approx. 2 or 3 times per week. 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 25 days. Additional 8 days 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 6 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

<b>Interview Panel</b>	<b>Leanne Ashworth – Senior Manager TBC</b>
<b>Closing Date</b>	<b>9am Tuesday 23 April 2019</b>
<b>Short listing</b>	<b>Wednesday 24 April 2019</b>
<b>Notification of shortlist (Successful candidates only)</b>	<b>Thursday 25 April 2019</b>
<b>Interview Date</b>	<b>Monday 29<sup>th</sup> April 2019</b>

### 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 **by 9am Tuesday 23 April 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.