

KEY - Kent Estuary Youth Project Administrator Job Application Pack

£12.50 to £14.00 per hour (depending on experience)



KEY is an independent organisation registered as a charity. It is managed by a small group of trustees. Its funding comes from a mixture of grant-giving organisations (local and national) and local churches and community organisations.

KEY was established in 2015 by a group of local people drawn from churches in the Kent Estuary area, with the aim of helping young people of secondary school age in their physical personal, social and emotional development and in making informed choices. The aim was to mitigate some of the disadvantages of growing up in relatively small communities in an area where the demographic focus tends to be on older people.

KEY works with young people aged 11 years and over (Year 7 secondary school age plus) and we support the transition from year 6 into year 7. We are keen to strengthen community engagement of young people through intergenerational and other projects that contribute to more cohesive communities. An important part of our work is the recruitment and development of volunteers who share our values, helping its sustainability within the communities. We are committed to ensuring the participation of young people in deciding **KEY's** programme and direction.

KEY's provision is open access, but we particularly support young people who feel themselves to be vulnerable or disadvantaged and facing challenges. We have found that the period of the pandemic has exacerbated difficulties for many, particularly in terms of their mental health and well-being, potentially with long term consequences. We are committed to supporting them.

KEY uses a youth work approach embodying the principles of youth participation. We work in a variety of different settings and locations, seeking to get alongside young people where they are. We employ a full-time youth worker along with sessional staff, a bank of occasional workers along with volunteers. The workers use their skills, in their relationships with young people and the opportunities that arise in activities or conversation, in order to help young people to reflect or learn. Our work is centered on Milnthorpe and we are developing appropriate provision in surrounding villages. We have a partnership with Dallam School, bringing a specifically youth work approach into the school.

The **Administrator** will be an integral part of the team, working 8 hours per week. He / she will draw on their experience and confidence to take a lead responsibility for organising and delivering the administrative functions that support the programme of activities and the efficient functioning of the organisation. It will include close liaison with KEY's accountant and support for publicity about Key and its offer to young people. It is a new post and there will be scope to help shape it.

The eight hours will be by agreement, but they will be spread over at least three days.

Interviews for the post will be held in Milnthorpe on Friday 15th July. Please note that shortlisting will be on the closing date which is the Monday of that week. We will aim to

KEY - Team Administrator



contact those being invited to interview immediately the shortlisting is complete. Those invited to interview are invited to call into the youth café on Wednesday between 3.45 and 5.30 or Senior youth Club between 6.45 and 9.00 on Thursday as part of the preparation for the interviews.

Job Description

Title: Kent Estuary Youth (KEY) Administrator

Main purpose of the post: to support youth workers in the development and delivery of youth and community provision in and around the Kent Estuary area.

Work base: Milnthorpe

Wages: £12.50 to £14.00 per hour (depending on experience)

Accountability: lead Youth Worker or Trustee with responsibility for line management (as appropriate)

Responsibilities:

1. To provide administrative support to youth workers to enable the smooth and efficient running of youth work services;
2. To help support the use of IT within KEY;
3. To undertake practical tasks to assist with the organising of youth work services and events (including telephone calls, emails etc to suppliers etc, photocopying etc);
4. To support the accountant in the running of the financial systems to support the work of KEY;
5. To assist with keeping of records, filing, maintaining efficient administrative systems;
6. To contribute to the continuation and development of KEY

Other details:

- This appointment subject to satisfactory enhanced DBS check and medical check
- Times and places of work will need to be flexible and negotiated to offer the best possible service to youth workers and young people
- Appropriate expenses will be paid



Person Specification

Attributes	Essential	Desirable	Assessment
Training and experience	GCSEs incl English and Maths at grade C or above	Formal IT qualification	
Knowledge and skills	Very good literacy and numeracy skills		
	Excellent verbal and written communication skills		
	Very good IT skills		
	Good understanding of administration processes		
Personal qualities	Ability to relate to, communicate with and understand the needs of young people		
	Experience of working in a team		
	Able to maintain confidentiality		
	Ability to work flexibly and creatively with other people		
	Able to demonstrate an understanding of the values and ethos of the Christian faith	Member of a worshipping Christian community	

KEY - Team Administrator



Application Form

POST:	Team Administrator
PLEASE RETURN THE COMPLETED APPLICATION FORM TO:	Linda Baverstock, secretary of KEY: baverstock271@btinternet.com Or C/o Eversley Coach House, Leasgill, Milnthorpe LA7 7EY
CLOSING DATE:	Mid-day Monday 11th July.

Please complete this application in black ink or black type

This page and the next will be removed from your application form before it is passed to the shortlisting panel.

1. PERSONAL DETAILS	
Where did you hear about the post	
Title:	
Surname: (Block letters if handwritten)	
First names:	
Address: (Block letters if handwritten)	
Post Code:	
Mobile Telephone Number	
Alternative number	
E-mail address:	

KEY - Team Administrator



For Office Use Only: Applicant No: _____

1. EMPLOYMENT HISTORY			
List all employers starting with your present or most recent first. Please account for any gaps in employment.			
Name and Address of Employer	Position Held	From To Month/Year	Reason for Leaving

KEY - Team Administrator



2. Why are you applying for this job? What attracts you about it?

KEY - Team Administrator



3. What (1) proven abilities, (2) qualities and (3) other attributes would you bring to the post?

4. What formal qualifications do you have which are relevant to this post? Please give details – date, awarding body, grades etc.



5. Additional Information

You are welcome to give us any additional information that you think may help us in shortlisting.

KEY - Team Administrator



6. REFERENCES

Please give the names, postal & email addresses, and telephone numbers of two or three referees who can broadly represent your professional work and personal interests. This should include your current or most recent employer.

1.

Name:

Position:

Organisation
Name and Address:

Email:

Telephone:

2.

Name:

Position:

Organisation Name and Address:

Email:

Telephone:

3.

Name:

Position:

Organisation
Name and Address:

Email:

Telephone:

It is our usual practice to take up references of those shortlisted before interview. **Please indicate if you do NOT wish us to do so.**

KEY - Team Administrator



Equality and Diversity Monitoring Form

This form will be detached from the application prior to short listing. The information you provide will be used for statistical purposes only, as part of ensuring that our recruitment processes uphold our commitment to equality and diversity. It will be held in the strictest confidence and adherence to the relevant provisions of the UK data protection legislation. Our Equal Opportunities policy is available on the website.

If you do not wish to complete any section of this form, please tick the appropriate “prefer not to say” box.

Name:					
Post applied for:	Team administrator				
Age:	16 - 17	18 - 21	22 - 30	31 - 40	41 - 50
	51 - 60	61 - 65	66 - 70	70 +	
Sex:	Male	Female	Prefer not to say		
	Is the sex you indicated the same as your sex at birth? Yes No				

<i>Asian or Asian British</i>	Bangladeshi	<i>Black or Black British</i>	African
	Indian		Caribbean
	Pakistani		Other black background
	Other Asian background		
<i>Chinese</i>	Chinese	<i>Mixed</i>	White & Asian
			White & Black African
			White & Black Caribbean
			Other mixed background
<i>White</i>	British	<i>Other ethnic group</i>	Other
	Irish		
	Other white background		Any other ethnic group please specify

Religion/Belief/Faith:					
Baha'i	Buddhist	Christian	Hindu	Jain	Jewish
No Religion	Muslim	Sikh	Other (please specify)		Prefer not to say
Sexual Orientation:					
Bisexual	Gay man	Gay woman/lesbian	Heterosexual/straight	Non-binary	Prefer not to say
Disability:					
Do you consider yourself to have a disability?		Yes	No	Prefer not to say	
If yes, please advise us of any reasonable adjustments you require as part of our recruitment processes.					