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 <u>Friday 15th July</u>. Please note that shortlisting will be on the closing date which is the Monday of that week. We will aim to



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

<u>Main purpose of the post:</u> 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)

<u>Accountability:</u> 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		
	Ability to relate to, communicate with		
Personal	and understand the needs of young		
qualities	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	



Application Form

. Розт:	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:			



WORK PERMIT*: Please be aware that under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before KEY can confirm any offer of appointment e.g. Passport or birth certificate.

Are you a UK or EU/EEA Citizen? (Please tick)

Yes

No

If not, it is possible that you may not be eligible to work in the UK without a work permit.

Please indicate if you will require a work permit. (Please tick) Yes No If "No" please indicate the basis on which you are eligible to work in the UK.

Do you have any Criminal Convictions not "spent" under the Rehabilitation of Offenders Act 1974? Yes No

If yes, please supply further details:

EQUAL OPPORTUNITIES:

In order to help us to monitor the delivery of our vision for diversity and equality, we would appreciate it if you will also complete the equality and diversity monitoring form. The information provided will only be used for statistical purposes as we seek to deliver our commitments.

Please read this guidance carefully before you complete the next part of the form – we hope that it will help you.

- As you fill in the form, please think about your skills, knowledge and experience that you feel may be
 relevant for working with us. When we decide who to call for an interview, we will be dependent upon
 what you have told us. Please give us as much information as you can, including your relevant work
 experience but also drawing on all aspects of your life, such as voluntary work, church/ community
 involvement and interests.
- Try to provide evidence or give examples that will help us to see what you can bring to the post.
- Do not think you have to fill in all the space below each question. You may find you wish to answer one question more fully than another. You may use a separate sheet of paper if you need to write more than the form provides space for.
- Our policy is that we cannot accept references from relatives or members of your family. At least one referee **must** be your line manager from your most recent employment. We normally take up references for all short-listed applicants. Please indicate if you do not wish us to do so.

I declare that the information contained in my application is true and accurate. I understand tha
if it is subsequently discovered that any statement is false or misleading, I may be dismissed from
employment.

6 : .	5.	
Signature:	Date:	



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			



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



4. What formal qualifications do you have which are relevant to this post? Please give detai date, awarding body, grades etc.	3. What (1) proven abilities, (2) qualities and (3) other attributes would you bring to the pos
	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.	



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.					



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 administi	rator				
A	16 - 17	18 - 21		22 - 30	31 - 40	41 - 50
Age:	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					

		Bangladeshi					Black or Black British		African			
Asian or		Indian							Caribbean			
Asian British		Pakistani							Other black background		ackground	
		Other Asian background					Direisir					
Chinese		Chinese					Mixed			White & Asian		
										White & Black African		
Crimese										White & Black Caribbean		
										Other mixed background		
White		British										
		Irish					Other			Other		
		Othern	oackground			ethnic	A 10	A	ather other grows slees			
		Other			g	group		Any other ethnic group please specify				
Religion/Be	lief/	Faith:							Speci	' y		
Baha'i		Buddhist		Christian		Hi	Hindu			Jain	Jewish	
No Religion		Muslim		Sikh		Ot	Other (please s		snecify)		Prefer not to	
			Strict (picuse spe			эрссп		say				
Sexual Orien	tatio	n:	1									
Bisexual	•			ay woman/		Heterose			Non-b	inary	Prefer not to	
			an /str		straight	raight				say		
Disability:												
Do you consider yourself to have a disability?							es No			Prefer not to	Prefer not to say	
If yes, please	advi	ise us of an	y reas	onable adjus	tm	ents you	u requ	ire as	part o	f our recruitme	nt processes.	