

KEY - Kent Estuary Youth Project

Youth Worker Job Application Pack

Visit our website: www.thekeyproject.org.uk



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.

We use 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 youth workers along with support workers and 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.

We are currently recruiting an additional Youth Worker to join the team. We can be flexible about the number of hours worked, with the minimum being 16 hours per week. Most of the work is outside school hours.

KEY's provision is open access, but the focus of our work is working with young people who feel themselves to be vulnerable or disadvantaged and who face particular 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.

Our work is centered on Milnthorpe, but we are developing location-appropriate provision in surrounding villages. We have a partnership with Dallam School, bringing a specifically youth work approach into the school. We are actively expanding our programme, so that we respond to the needs and wishes of local young people.

KEY's focus is on young people aged 11 years and over (Year 7 secondary school age plus) although 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 **KEY's** 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.

Interviews will be held in Milnthorpe. There will be a session with a Youth Panel after school on **Thursday 21st** and an interview on **Friday 22nd July**. Young people involved in the Youth Panel will join the interviewers for the decision-making.

Please note: The closing date is the Monday of that week. We will shortlist that afternoon and, following that, will telephone, those being invited to interview

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Youth Worker - Job Description

Title: KEY Youth Worker

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

Work base: Milnthorpe

Wages: JNC Youth and community Worker Scales, £12.57 to 13.97 per hour (depending on qualifications and experience)

Hours: to be agreed (minimum 16 hours). Times and places of work will be determined by the need to sustain planned service delivery

Accountability: To the Trustees through the chair of the Operations Group

Supervisory Responsibility: Young people and volunteers (as appropriate)

Responsibilities

- To undertake specific development or delivery tasks in line with objectives set by trustees and as agreed with co-worker, engaging with young people and their communities in the Kent Estuary area
- To meet young people where they are, and alongside them identify their needs and concerns for the whole person – body, mind and spirit
- To lead, support and create the development of creative programmes based on the young people's wants and needs
- Support sustainable and effective delivery by KEY, including recruitment of volunteers, building community connections and promoting the visibility of KEY's activity
- To support and develop ways of enabling young people to engage in their community and support cross generational connections.
- To support high levels of youth participation within activities, enabling them to have a strong voice in the activities delivered
- To support recruitment and deployment of volunteers, in line with youth work best practice
- To keep records and to monitor and evaluate work undertaken
- To engage in regular support and supervision
- To develop relationships with local community and with third sector and statutory partners, establishing positive working partnerships
- To work within the ethos of KEY and be understanding of its Christian origins

Other details

- Appointment subject to satisfactory enhanced DBS check and medical check
- The appointee must be able to travel independently between the various locations, including at anti-social times. Appropriate expenses will be paid

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Youth Worker - Person Specification



We are looking for the following attributes in the person appointed to this post. We will form an initial assessment from the information provided in the application form and explore this further with those who are shortlisted for interview.

1. <u>Primary shortlisting requirement</u>	
Youth Work Experience and Training	Recognised qualification in Youth and Community Work or equivalent qualification (or working towards) and/or experience of helping young people to explore their values, beliefs, ideas and issues of relevance to them; to develop their voice, influence and place in society and to acquire competencies that help them to realise their full potential.
	Experience in planning and delivery of youth work provision and/or outdoor education and sports activities
<i>Please note that only those whose application form provides confirmation of the above will be considered for shortlisting.</i>	
2. <u>Other desired attributes</u>	
<u>Attribute</u>	
Knowledge and Skills	Experience of working with young people to develop their personal and social skills.
	Ability to develop creative programmes understanding curriculum themes and linking them to the needs of the young people and community.
	Experience of establishing and maintaining boundaries when working with young people
	Ability to manage challenging situations and behaviours
	Knowledge and understanding of safeguarding, health & safety practices
	Ability to use ICT and social media
	Ability to maintain appropriate records
	Ability to engage young people with the notion of spirituality or faith-based issues
	Ability to partake in reflective practice
	Understanding of the pressures factors facing young people today especially in a rural setting
	Understanding of engaging young people in their communities.
	Experience of developing community cohesion projects across the generations.
	Experience of fundraising
	Willing to participate in further development of personal and professional training where appropriate
Personal Qualities	Ability to relate to and communicate with young people.
	Ability to develop positive lasting relationships with young people and the community.
	Ability to work creatively with others.

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	Able to demonstrate an understanding of the values and ethos of the Christian faith/ member of worshipping community
	Ability to use initiative, work independently and be organised and self-disciplined.
	Ability to maintain confidentiality.
	Experience of working in a team
	Able to travel independently between varying and rural locations.
	Flexibility to vary and change work schedule and willingness to work unsociable hours including evenings and occasional weekends

Please note that applicants will be considered for shortlisting on the basis of the contents of their application form. When you complete the form, please bear in mind these things that we are looking for.

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POST:	KEY YOUTH WORKER:
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 18th 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:	
Telephone number:	Home: <input type="text"/>
	Daytime: <input type="text"/>
	Mobile: <input type="text"/>
E-mail address:	

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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.

- **Experience of working with young people is an essential requirement for this post. If you do not have this, thank you for your interest but this post is not for 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 that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment.

Signature:

Date:

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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



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

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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.

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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.**

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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:	Youth Worker				
Age:	<input type="checkbox"/> 16 - 17	<input type="checkbox"/> 18 - 21	<input type="checkbox"/> 22 - 30	<input type="checkbox"/> 31 - 40	<input type="checkbox"/> 41 - 50
	<input type="checkbox"/> 51 - 60	<input type="checkbox"/> 61 - 65	<input type="checkbox"/> 66 - 70	<input type="checkbox"/> 70 +	
Sex:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Prefer not to say		
	Is the sex you indicated the same as your sex at birth? <input type="checkbox"/> Yes <input type="checkbox"/> No				

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

Religion/Belief/Faith:

<input type="checkbox"/> Baha'i	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Christian	<input type="checkbox"/> Hindu	<input type="checkbox"/> Jain	<input type="checkbox"/> Jewish
<input type="checkbox"/> No Religion	<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh	<input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Prefer not to say	

Sexual Orientation:

<input type="checkbox"/> Bisexual	<input type="checkbox"/> Gay man	<input type="checkbox"/> Gay woman/lesbian	<input type="checkbox"/> Heterosexual/straight	<input type="checkbox"/> Non-binary	<input type="checkbox"/> Prefer not to say
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Disability:

Do you consider yourself to have a disability?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say
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If yes, please advise us of any reasonable adjustments you require as part of our recruitment processes.