



Youth Worker Application Pack

March 2024

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 people from local 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 is 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 uses a youth work approach embodying the principles of youth participation. We work in a variety of different settings and locations, seeking to work alongside young people where they are. We employ full time youth workers (**it is one of these posts that is currently vacant**) along with Bank Staff 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.

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 as they transition to adulthood.

Our office is in Milnthorpe, but we provide clubs where the young people are in Arnside, Levens, and Storth as well as Milnthorpe, drawing young people from surrounding villages. We have a partnerships with Dallam and Wings Schools, as well as being affiliated to the Cumbria Youth Alliance and Lancashire Boys and Girls Clubs. We also run other activities such as residentials, trips and holiday activities.

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.

We are open to filling this vacancy by appointing one full time or two part-time workers. We are also open to considering applications from people with transferable skills who are willing to supplement their development into Youth Work.

Closing date is 19th April 2024.

Interviews for this post will be held in Milnthorpe to be held on 1 May.

If you wish to have an informal discussion, please contact either Hilary Fordham on 07554 514517 or Greg Tagney on 07776 252937

Check out our website: www.thekeyproject.org.uk



KEY Youth Worker - Job Description

Title: Kent Estuary 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, point 11-14 depending on qualifications/experience

Hours: either full or part-time. Times and places of work will be determined by the need to sustain planned service delivery. Work in evenings and occasional weekends is required, some on residential.

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

Supervisory Responsibility: Young people, youth workers 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.

KEY Youth Worker – Person Specification

<u>Attributes</u>	<u>Essential</u>	<u>Desirable</u>	<u>Assessment</u>
Experience and Training	Experience in working with young people	Recognised qualification (or working towards) in Youth and Community Work or equivalent Or transferable skills with a desire to develop into youth work	Q / A / I
	Experience in planning and delivery of activity sessions in youth work or similar field	Experience in planning and delivery of outdoor education, creative arts and/or sports activities	A / I / R
Knowledge and Skills	Understanding of young people and ability to relate to them and engage them in an informal context		A/I/R
	Knowledge and understanding of safeguarding, health & safety practices.		A / I
	Ability to partake in reflective practice.		A / I
	Ability to maintain appropriate records.		A / I
	Able to use ICT and social media		A / I / W
	Ability to manage challenging situations and behaviours.		A / I / R
	Experience of working with people to develop their personal and social skills	Experience of working with young people in this area.	A / I / R
	Experience of establishing and maintaining boundaries when working with people	Experience of working with young people in this area.	A / I / R
	Ability to develop and lead creative programmes linking them to youth work curriculum themes and the needs of the young people and community.		A / I / R
	Understanding of the pressures facing young people today especially in a rural setting		A / I / R
	Understanding of how to engage people in their communities.	Experience of working with young people in this area	A / I / R
		Experience of developing community cohesion projects across the generations.	A / I / R

	Willing to participate in further development of personal and professional training were appropriate		A / I / R
Personal Qualities	Ability to relate to and communicate with young people.		A / I / R
	Ability to develop positive relationships with young people and the community.		A / I / R
	Ability to work creatively with others.		A / I / R
	Be able to work with others and understand their needs.		A / I / R
	Ability to use initiative, work independently and be organised and self-disciplined.		A / I / R
	Ability to maintain confidentiality.		R
	Able to travel independently between varying and rural locations.		A / I
	Flexibility to vary and change work schedule and willingness to work unsociable hours including evenings and some weekends		A / I

Q = proof of qualification (certificate)

A = application **I** = interview **R** = reference **W**=written exercise

KEY - Kent Estuary Youth Project

Job Application



POST:	KEY YOUTH WORKER:
PLEASE RETURN THE COMPLETED APPLICATION FORM TO:	Linda Baverstock, secretary of KEY: baverstock271@btinternet.com Or Heronsyke, Mill Lane, off Beetham Road, Milnthorpe. LA7 7QR
CLOSING DATE:	Midnight 19th April

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	
<p>Are you applying for the post full time (37.5hours) or part-time If part-time state hours you would like to work.</p>	
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:

Are you applying for **FULL TIME** or **PART TIME** (please tick)

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

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2. Reasons for 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.

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5. Additional Information

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

A large, empty rectangular box with a black border, intended for applicants to provide additional information.

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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
Sex:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other	<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"/>			<input type="checkbox"/>	White & Black African
	<input type="checkbox"/>			<input type="checkbox"/>	White & Black Caribbean
	<input type="checkbox"/>			<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		Any other ethnic group please specify	
	<input type="checkbox"/>	Other white background			

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

Disability:					
Do you consider yourself to have a disability?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say	

If yes, please advise us of any reasonable adjustments you require as part of our recruitment processes.

Where did you see this role advertised?