



# Bank Worker Application Pack

February 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 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** 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 two 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.

Our work is centered on Milnthorpe, but we are seeking also to go to where the young people are and therefore to develop location-appropriate provision in surrounding villages. We have an partnership with Dallam School, bringing a specifically youth work approach into the school.

With the arrival of Covid 19, we closed all our physical provision and developed an active on-line presence, offering a range of programmes. As restrictions have eased, we have gradually re-established covid-compliant, physical provision and 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.

Check out our website: [www.thekeyproject.org.uk](http://www.thekeyproject.org.uk)

## **KEY Bank Staff - Job Description**

**Title:** Kent Estuary Youth Work Bank Staff

**Main purpose of the post:** to support the development and delivery of youth & community provision in and around the Kent Estuary Area, Cumbria

**Work base:** Variable depending on Club

**Wages:** JNC Youth and community Worker Scales, point 11-14 depending on qualifications/experience

**Hours:** As required by KEY and as available from you

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

**Supervisory Responsibility:** Young people and volunteers (as appropriate)

### **Responsibilities**

- To undertake specific development or delivery tasks as requested by the lead Youth Worker, engaging with young people and their communities in the Kent Estuary area
- To support and help create the development of creative programmes based on the young people's wants and needs
- To support and develop the continuing work around community cohesion; enabling young people to engage in their community and support cross generational connections, building a positive community for all
- To support high levels of youth participation within activities, enabling them to have a strong voice in the activities delivered
- To assist in the keeping of records and to monitor and evaluate work undertaken
- To work within the ethos of KEY and be understanding of its Christian origins.
- Whilst you will normally be assisting one of our full-time youth workers, you may at times, be requested to supervise a session of youth work with only a volunteer to assist you. This will only happen when the youth worker usually involved (or the staff Line Manager) has assessed the situation and confirmed in writing that you are capable of providing such supervision.

### **Other details**

- You must maintain a satisfactory enhanced DBS check on automatic annual renewal.
- You must undertake refresher training in Safeguarding and Health & Safety at least once a year.
- Your appropriate expenses will be paid
- You are expected to travel independently between the various locations including at anti- social times

## **KEY Bank Youth Worker – Person Specification**

<b><u>Attributes</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>Assessment</u></b>
<b>Experience and Training</b>	Experience in working with young people	Recognised qualification (or working towards) in Youth and Community Work or equivalent	Q / A / I
	Experience in planning and delivery of youth work provision	Experience in planning and delivery of outdoor education, creative arts and/or sports activities	A / I / R
<b>Knowledge and Skills</b>	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
	Ability to manage challenging situations and behaviours.		A / I / R
	Experience of establishing and maintaining boundaries when working with young people		A / I / R
	Ability to develop and lead creative programmes and linking them to youth work curriculum themes and the needs of the young people and community.		A / I / R
	Willing to participate in further development of personal and professional training were appropriate		A / I / R
<b>Personal Qualities</b>	Ability to relate to and communicate with young people.		A / I / R
	Ability to develop positive lasting voluntary relationships with young people and the community.		A / I / R
	Ability to work creatively with others.		A / I / R
	Experience of working in a team		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

**Q** = proof of qualification (certificate)

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

# KEY - Kent Estuary Youth Project

## Job Application



<b>POST:</b>	KEY BANK WORKER:
<b>PLEASE RETURN THE COMPLETED APPLICATION FORM TO:</b>	Hilary Fordham at <a href="mailto:hilary.fordham@millness.co.uk">hilary.fordham@millness.co.uk</a>

Please complete this application in black ink or black type

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

# KEY - Kent Estuary Youth Project

## Job Application



**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.**
- 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:

# KEY - Kent Estuary Youth Project

## Job Application



**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 - Kent Estuary Youth Project

## Job Application



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



# KEY - Kent Estuary Youth Project

## Job Application



**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 relevant details – date, awarding body, grades etc.**

# KEY - Kent Estuary Youth Project

## Job Application



### 5. Additional Information

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

# KEY - Kent Estuary Youth Project

## Job Application



### 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 - Kent Estuary Youth Project

## Job Application



### 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.

<b>Name:</b>					
<b>Post applied for:</b>	<b>Youth Worker</b>				
<b>Age:</b>	<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 +	
<b>Sex:</b>	<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	

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