

Candidate Information Booklet

**TPP Programme: Area Workers (2 posts)**

Ref: TPPAW/06/2021

Closing date for applications: Wednesday 23rd June 2021

**Please note due to COVID 19 our offices are closed, therefore completed applications should be emailed to** [**hr@ashtoncentre.com**](mailto:hr@ashtoncentre.com) **to be considered. Where a signature is required, this must be done electonically.**

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**Job Description**

**Job Title:** TPP Programme: Area Worker

**Salary:** £28,785 (NJC Pt. 25) single point salary.

**Hours:** 37.5 hours per week this will include mornings, afternoon and evening/night-time work. Weekend and residential work will also be a key component of this post

**Location:** There are two posts available. One will be based in New Lodge Youth Centre and the other in Ardoyne Youth Club.

**Pension:** 7% Employer Contribution, minimum 1% Employee Contribution

**Duration:** Fixed Term to 31st March 2022 (with possible extension due to funding)

**Responsible to:** Area Worker 2 TPP Programme Worker/Senior Youth Worker(s)/ Head of Department: Youth, Arts and Fablab

**Job Background**

The TPP Programme will be delivered by New Lodge Youth Centre, part of Ashton Community Trust, in partnership with Ardoyne Youth Club to cover the remit areas of Ardoyne and New Lodge. The TPP is a Programme administered and managed by the Education Authority and is funded by Department of Justice. The Programme is part of the Fresh Start Initiative.

This particular project will focus on work with young people aged 12 – 25 through a number of themes that are described in the job purpose below. The programme will target young people who are socially marginalised and at risk of engaging in dangerous or anti-social behaviour. The post aims to engage young people on the fringes, in doing this there will be a clear focus on outreach/detached youth work.

**Job purpose:**

The Area Youth Worker 2 will be responsible for the design and delivery of the TTP Programme working alongside the Area Youth Worker 2 based in the partnering the partner organisation. They will also be responsible for managing part-time staff associated with the project within their location.

The Area Worker 2 role will be to build relationships, over a sustained period of time, with young people who are considered to be at higher risk of involvement in risk taking behaviours and to deliver programmes that develop young people’s resilience and awareness of risk factors. Research has shown that the risk factors are reduced for young people who are:

* In school, employment or training,
* Achieving in school, employment or training,
* Positively engaged in their community,
* Enjoying good mental and emotional health,
* Not involved in risk-taking behaviours specifically around drink and drugs,
* Not involved in anti-social behaviour or crime, and
* Enjoying good relationships at home.

The role will include the facilitation of a range of youth work interventions such as group work facilitation, one-to-one mentoring and street-based youth work to engage young people and best meet their needs.

Interventions and programmes will be aimed at promoting positive behaviours and increasing the young people’s sense of social connection, self-efficacy, personal responsibility and sense of lawfulness.

The post-holder will also be responsible for:

* Working diligently in pursuance of professional youth work standards,
* Attending all training and associated activities,
* Adhering to Ashton Community Trust Policies and Procedures
* Maintaining records and documentation pertaining to the programmes being facilitated and the young people targeted, and
* Submitting reports and relevant paperwork on time;

The role will also involve engagement with a range of voluntary and statutory providers within the New Lodge and Ardoyne Areas to provide wider networks of support to the young people and respond to emerging community needs.

**Status of the Job Description**

This job description is not incorporated into the employee’s employment contract. It is intended as a guide and should not be viewed as an inflexible specification and it may be varied from time to time in the light of strategic developments following discussion with the post holder. The post holder will be expected to work to objectives agreed with the line manager.

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**Personnel Specification**

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|  | **Essential Criteria**  Applicants **must** have, as at the closing date for receipt of application forms:   1. Be qualified in accordance with the JNC report for youth workers to University Degree Level in Community Youth Work or equivalent. 2. A minimum of 2 year’s post qualifying experience of working as a Professional Youth Worker (will accept youth workers qualifying in July 2019). This must include a minimum of 1 years’ experience of managing or supervising Youth Workers in a Youth Centre or Youth Project. 3. Have a minimum of 3 years’ experience in a paid capacity of working with at-risk and marginalised young people within the last 5 years. 4. Have extensive experience of developing, facilitating, monitoring and evaluating youth work programmes and interventions 5. Evidence of ability to form close working relationships and communicate effectively with young people 6. An understanding of the issues facing children and young people from disadvantaged communities 7. Child protection training undertaken in the last 2 years or the willingness to undertake child protection training prior to commencement. 8. Able and willing to work unsociable hours including weekends and holidays 9. Evidence of good verbal and written communication skills. 10. Commitment to equality and challenging all forms of discrimination.   **The successful candidate will be required:**  a) To have access to a suitable vehicle (appropriately maintained and insured for business purposes) that will enable them to carry out the mobility requirements of the post in an efficient and effective manner and thus meet this essential criterion;  **OR**  b) Be able to provide sufficient information on the application form that will satisfy the employer that he/she has access to an appropriate alternative form of transport that will enable them to carry out the mobility requirements of the post in an efficient and effective manner and thus meet this essential criterion.  **The applicant should be able to demonstrate the following skills and personal qualities at interview:**  **Knowledge**   * Knowledge of the NI Youth Work Curriculum * Knowledge of policies that ensure relevant safe practice * Knowledge of issues affecting young people particularly in relation to personal and social development * Knowledge of Child Protection regulations * Knowledge of people management issues * Knowledge of financial codes of conduct.   **Skills**   * Communication skills * Interpersonal skills * Planning and organisational skills * Administrative skills * ICT skills * Ability to encourage young people to participate in Youth Work programmes * Ability to be creative and flexibile when working with young people * Ability to review learning and development * Ability to embed a Quality Assurance process * Skills to develop a local Assessment of Needs * Facilitation skills.   **Personal Qualities**   * Confidentiality * Confidence * Empathetic * Ability to use own initiative * Ability to work as a member of a team * Ability to work under pressure to strict deadlines * Ability to make decisions * Objectivity * Ability to motivate self and others.   **Other Requirements**   * Willingness to undertake job related training as and when required.  |  | | --- | |  | |
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**Guidance for Making your Application**

The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the essential/desirable criteria.

* The space available on the application form is the same for all applicants and must not be altered.
* Ashton Community Trust will not accept CV’s, letters, or any other supplementary material in place of or in addition to, completed application forms.
* Applicants must complete the application form in black ink or typescript.
* Applicants must not reformat their application form.
* Information in support of your application will not be accepted after the closing date for receipt of applications.
* Relevant or equivalent qualifications – if you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied, etc. so the panel can make a well-informed decision.
* It is essential that all applicants demonstrate on their application form how and to what extent their experience and skills are relevant to this post and the extent to which they satisfy each of the essential and desirable criterion specified. If you do not provide sufficient detail, including the appropriate dates needed to meet the criteria, the selection panel will reject your application.
* The examples you provide should be concise and relevant to the criteria. This is very important as these may be discussed at interview and you may need to be prepared to talk about them in more detail. It is your unique role that the panel are interested in, not that of your team or division.

Ashton Community Trust will not make assumptions from the title of the applicants post or the nature of the organisation, as to the skills and experience gained

**Application Form Submission**

* Completed applications can be submitted by:
  + Email to HR@ashtoncentre.com.
* We will not accept incomplete application forms; application forms received after the closing deadline or reformatted application forms.
* Please only return the application form and monitoring form.
* Should you have any queries please contact email at [HR@ashtoncentre.com](mailto:HR@ashtoncentre.com).

**Interview Guidance for Applicants**

At interview, the selection panel will assess candidates against the competencies, qualifications and experience for the post.

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

* Talk through previous jobs from start to finish
* Provide generalised information as to your background and experience.
* Provide information that is not specifically relevant to the competence the question is designed to test.

A competence based interview does however require you to:

* Focus exclusively, in your responses, on your ability to fulfil the competences required for the effective performance in the role.
* Provide specific examples of your experience in relation to the required competence areas.

**Disability Requirements**

Ashton Community Trust will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form part of the selection process. If you are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up appointment. If you wish to discuss your disability requirements further, please contact HR on 02890 322289.

**Feedback**

Ashton Community Trust is committed to providing feedback in respect to decisions taken in determining eligibility/shortlisting as well as at interview. Feedback will be communicated on receipt of a written request.

**Equal Opportunities Monitoring Form**

**Please note this form is regarded as part of your application and failure to complete and return it will result in disqualification.**

The information is used for monitoring purposes only. All applications for employment are considered strictly on the basis of merit.

Ashton Community Trust complies with relevant Equal Opportunities legislation and policies.

Please complete the monitoring form and return with the application form. This will be removed by the Monitoring Officer on receipt.

Prior to appointment with Ashton Community Trust the following will be required:

* Proof of qualifications
* Proof of eligibility to work in the UK
* Personal ID
* ACCESS NI check depending on role.

Ashton Community Trust complies with Access NI Code of Practice, which can be downloaded from <https://www.nidirect.gov.uk/sites/default/files/publications/accessni-code-of-practice.pdf>

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**Confidential**

Ashton Community Trust

Ashton Centre, 5 Churchill Street, Belfast BT15 2BP

**Employment Application Form Application Number: TPPAW/06/21**

Please complete this application form in **black ink or** **typescript** and return it on or before the closing date stated. Late applications will not be accepted. Only information provided on this application form will be considered by the panel. CV’s will not be accepted.

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| **Post applied for:** | **Area Worker**  **New Lodge Youth Centre** |  |  |
| **Hours:** | **37.5 Hours per week** | | |
| **Please select your preferred location (you can select more than one)** | **New Lodge YC**  **Ardoyne YC** | | |
| **Closing Date and Time:** | **Wednesday 23rd June at 12 noon** | | |

**Personal Details:**

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| --- | --- |
| **Surname:** | **Telephone Number (Home):** |
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| **Forename(s):** | **Telephone Number (Mobile):** |
|  |  |
| **Title:** | **Email Address:** |
|  |  |
| **Address:** | **Postcode:** |
| **NI Number:** |  |
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**Relevant Qualifications and/or Professional Membership**

Original proof of qualifications will be requested if recommended for appointment

(Please continue on a separate sheet of necessary)

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| **Examination level**  **(for example, GCSE/’A’ Level/Degree/NVQ** | **Subject(s)** | **Grade** | **Date Gained** |
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| **Professional Qualifications** | **Registration Body/Number** |  | **Date Gained** |
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**Employment History**

Please give details of jobs that you have held, starting with your present or most recent employer and work backwards, in chronological order. Include in this section any breaks in employment history for example, caring responsibilities, travelling or returning to study, registered unemployment and temporary/voluntary employment. (Please continue on a separate sheet if required)

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| **Name and Address of Employer and Nature of Business** | **From** | **To** | **Job Title:** | **Final Salary and Reason for Leaving** |
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| **Notice required if offered the position for which you have applied?** | | | | |

**Training**

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| **Details of relevant training courses attended and awards achieved, including dates if appropriate** |
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**Suitability for this position**

Please detail your suitability for this position under the relevant headings below, describing how your experience and knowledge relates to the job description and person specification.You must ensure that you provide sufficient information on the application form to enable the selection panel to assess your eligibility at shortlisting.

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| **Essential Criteria** |
| **1. Please demonstrate you are qualified in accordance with the JNC report for youth workers to University Degree Level in Community Youth Work or equivalent.** |
| **2. Please demonstrate you have a minimum of 2 year’s post qualifying experience of working as a Professional Youth Worker (will accept youth workers qualifying in July 2019). This must include a minimum of 1 years’ experience of managing or supervising Youth Workers in a Youth Centre or Youth Project.** |
| **3. Please demonstrate you have a minimum of 3 years experience in a paid capacity of working with at-risk and marginalised young people within the last 5 years.** |
| **4. Please demonstrate your experience of developing; facilitating, monitoring and evaluating youth work programmes and interventions.** |
| **5. Please demonstrate your ability to form close working relationships and communicate effectively with young people** |
| **6. Explain your understanding of the issues facing children and young people from disadvantaged communities** |
| **7. Have you undertaken child protection training undertaken in the last 2 years or the willingness to undertake child protection training prior to commencement?** |
| **8.Please demonstrate that you have good verbal and written communication skills** |
| **9. Are you able and willing to work unsociable hours including weekends and holidays?** |
| **10. Are you committed to equality and challenging all forms of discrimination?** |
| I confirm that the information I have given is accurate and complete, as misleading or false statements will result in the withdrawal of the offer of employment, or if employed dismissal.  **Signed…………………………………………………Date…………………………………..** |
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| **Data Protection Act:** |
| Under the General Data Protection Regulations, Ashton Community Trust is required to notify applicants and prospective employees on how their personal data will be processed and used. This application form, excluding the equal opportunities monitoring form, will be retained by Ashton Community trust for a maximum period of 12 months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record, your information (excluding the equal opportunities monitoring form) may be required to be viewed by funders for audit purposes. Some of the data you provide is considered to be Sensitive Personal Data under the Data Protection Act 1998; this information will be used to assist us with recruitment monitoring. It will be held separately from application forms and will be retained for a three-year period under obligations arising from the NI Equality Legislation, it will also be held electronically.  By signing this form you are giving consent to Ashton Community Trust to use this data in the way described above.  **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Personal Statement:** |
| |  |  | | --- | --- | |  |  | | Ashton Community Trust is an Equal Opportunities Employer. The Trust encourages applications from people with disabilities and will not preclude full consideration of your application as a result of your disability. In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities”.  Do you consider yourself to have, or, have had a disability that is relevant to your job application? **Yes/No**  If you have answered yes, is there anything we should know about your disability or requirements in order to:   * Process your application fairly, * Make any specific arrangements for your interview, and * Make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post.   Provide details: | | |

**Private and Confidential**

The following pages will not be used as part of the selection process as they contain information that is strictly private and confidential.

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| **Referees** |
| Please give full details of two people (not relatives) that we can approach for references, one of which must be your current or most recent employer, if you have never been employed before please list details of someone who would know you in a voluntary or academic capacity. Please ensure that your referees are aware of this application, and, also, if you are providing us with their email address, that you obtain your referee’s permission to do so. References must be satisfactory to Ashton Community Trust |

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| --- | --- |
| **Reference** | |
| **Name:** |  |
| **Occupation:** |  |
| **Full Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

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| --- | --- |
| **Reference** | |
| **Name:** |  |
| **Occupation** |  |
| **Full Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

I give Ashton Community Trust the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I have read and understood the requirements and particulars for the job, which have been supplied to me. I further understand that the job offer may be subject to the satisfactory outcome of references and/or a satisfactory Access NI Disclosure.

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| I confirm that the information I have given is accurate and complete, as misleading or false statements will result in the withdrawal of the offer of employment, or if employed dismissal.  **Signed…………………………………………………Date…………………………………..** |

*QF16/4*

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**MONITORING FORM JOB REFERENCE NO: TPPAW/06/2021**

**MONITORING QUESTIONNAIRE UNDER THE ASHTON COMMUNITY TRUST’S EQUAL OPPORTUNITY POLICY**

**IN CONFIDENCE, USED FOR STATISTICAL PURPOSES ONLY**

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_

**1 COMMUNITY BACKGROUND**

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am not a member of either the Protestant or the Roman Catholic

community

**2**  **ETHNIC ORIGIN**

WhiteBlack Other

Irish TravellerChinese

Pakistani Indian

Black CaribbeanMixed Group

Black AfricanOther

**3** **GENDER**

Female Male

**4** **MARITAL STATUS**

Married Single Widowed Separated Cohabiting Civil

Partnership

**5** **DISABILITY**

Under the *Disability Discrimination Act 1995* you are deemed to be a disabled person if you have cancer, multiple sclerosis or HIV infection.

Also, you are deemed to be a disabled person if you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

**Do you consider that you are a disabled person?**

Yes:  No: 

**If you answered “yes”, please indicate the nature of your impairment by ticking the appropriate box or boxes below:**

**Physical impairment**, such as difficulty using

your arms, or mobility issues requiring you to use

a wheelchair or crutches:

**Sensory impairment**, such as being blind or

having a serious visual impairment, or being deaf

or having a serious hearing impairment:

**Mental health condition**, such as depression

or schizophrenia:

**Learning disability or difficulty**, such as

Down’s Syndrome or dyslexia, or **Cognitive impairment**,

such as autistic spectrum disorder:

**Long-standing or progressive illness or health condition**,

such as cancer, HIV infection, diabetes, epilepsy or

chronic heart disease:

**Other** (please specify):

…………

**This questionnaire is not available to the panel and will be removed by the Monitoring Officer.**

*Access to this information will be strictly controlled and will not be seen by the shortlisting panel. Monitoring will involve the use of statistical summaries of information in which identities of the individuals will not appear. The information will not be available for any other purposes other than equal opportunities monitoring. The information will subsequently be transferred to the monitoring system operated by the Monitoring Officer. There it will be strictly controlled in accordance with the Data Protection Code of Practice. Please note that it is an offence for any person to give false information to another who is seeking that information in order to make a monitoring return.*





