Job Description, Personal Specification

and Application Form

**Senior Youth Worker**

Monkstown Village Initiatives (MVI)

Company (Limited by Guarantee) No: NI063696

Registered Office:  
18 Monkstown Village Centre

Newtownabbey BT37 0HS

**E:** [info@monkstownvillagecentre.com](mailto:info@monkstownvillagecentre.com) **T:** 028 9086 0090

Inland Revenue Ref: XR29636

NI Charities Commission Ref: NIC102393



**Monkstown Village Initiatives is a faith-based charity whose ethos and practise is determined by its Christian worldview**

**Job description**

**Job title**: Senior Youth Worker.

**Purpose**: To co-ordinate and deliver the youth work associated with MVI.

**Responsible to**: The Board of Directors of MVI.

**Reports to**: Appointed Line Manager.

**Location**: Monkstown Village Centre and other venues as required.

**Salary**: Based on the JNC scale from points 11 (21,682) - 13 (23,679).

**Hours**: 37.5 per week (a week is any 7-day period)

**Job purpose:**

The Senior Youth Worker (SYW) will have a pivotal role in delivering the key themes of our work namely, developmental programmes for young people, mentoring and promoting positive well-being.

They will have responsibility for delivering the specific elements of Monkstown Village Initiatives’ Strategy relating to young people and will work with the other staff to maximise the use of Monkstown Village Centre.

The SYW will work with their appointed Line Manager to develop any additional or new initiatives for young people. They will also work to add additional staff and volunteers to the organisation.

They will support the general development of the Monkstown Village Initiatives Strategy, reporting to the Directors via an assigned Line Manager.

This post is initially for three years and subject to a six month probationary period.

**Developmental programmes**

* Develop initiatives with young people, in partnership with funding bodies, which will improve the capacity of young people as well as their personal and social horizons.
* Develop a range of summer interventions, preferably in partnership with other agencies.
* Enhance the voice of young people in the area through the creation of a young people’s forum.
* Develop educational course(s) during school holiday periods to help local young people enhance their learning potential.
* Develop and assist in the faith development programmes and assemblies within the local secondary and primary schools

**Promoting positive mental health**

* Develop and evolve the current mentoring programme which the organisation currently delivers to local young people.
* Provide one-to-one support to young people involved in youth activities from across the organisation.
* Develop, evolve and expand the transition programme for pupils in the local schools and surrounding areas.
* Identify and support groups of young people that may have personal issues of low self-esteem and confidence.

**Relationship/partnership work**

* Develop positive working relationships with staff and volunteers with the aim of meeting the aims and objectives of MVI.
* Work with the Centre Manager to develop strong links with relevant funding bodies.
* Maintain effective working relationships with local schools, churches and other key delivery partners.

**Drop-in and outreach work**

* Build strong relationships with young people who use the Centre and support them to get involved in developmental programmes.
* Work with appointed Line Manager to ensure all relevant policies and procedures are implemented for all sessions.
* Develop the delivery of outreach work at times when the Centre may not be fully utilised.

**Management and administration**

* To develop a Personal Action Plan and actively contribute to MVI’s Strategic Plan, as available and when required.
* Work with appointed Line Manager to ensure that programmes are appropriately monitored and evaluated.
* Complete reports for appointed Line Manager/Director of MVI monthly and for funders as required.

**Human resources**

* Provide day-to-day oversight for staff, placements and volunteers with the aim to help them develop and grow in their roles.
* Assist in the development and implementation of a Volunteer Recruitment Strategy.

**Personal conduct**

There is considerable direct contact with young people, parents, supporters, clergy, school teaching staff and the public in this role. The successful candidate will be required to represent the organisation, when requested, at all relevant meetings in a professional manner.

**Working hours**

The working week will consist of 37.5 hours. Within the working week, two/three evenings and occasional weekends may be considered normal. Time off in lieu (TOIL) will be negotiated with the appointed Line Manager who will report to the Directors of MVI.

**Holidays**

The holiday entitlement of this post is 24 days plus an additional 10 statutory public holidays.

**Probationary term**

The first six months of employment will be considered a probationary period during which the post holder’s performance will be monitored in line with the Job Description. This post is a permanent post.

**Disclosure of criminal background**

This post will involve ‘regulated activity’ under the Safeguarding Vulnerable Groups (NI) Order 2007. The Directors of MVI will be required to undertake an Enhanced Disclosure check on the successful applicant.

**Personal specification**

|  | Essential Criteria | Desirable Criteria |
| --- | --- | --- |
| Qualifications/Attainments | DipHE in Youth Work or other relevant qualification. | BSc in Youth and Community Work. |
|  | Current UK driving license. |  |
| Relevant experience | At least 3 years’ recent experience working with young people either in a full-time or part-time capacity. | An understanding of how to promote positive mental health to young people. |
|  | Experience in facilitating developmental programmes with young people and the ability to create, implement and evaluate these activities. | Experience in schools’ work and how to develop appropriate programmes. |
|  | Have a working understanding of appropriate child protection guidelines. | Working experience of mentoring programmes |
|  | Knowledge and experience of building working relationships with other statutory and voluntary agencies | Experience developing and working within a volunteer team. |
|  | Experience developing educational and vocational programmes with young people. | Experience in developing gender specific programmes. |
|  | Experience in leading faith development programmes within school and centre settings. |  |
|  | Experience delivering school assemblies. |  |
| Special Aptitudes | Be supportive of, and willing to work within, the organisation’s Christian ethos. |  |
|  | Have an understanding of the requirements needed to oversee the day-to-day running of a mentoring programme. | Possess the ability to motivate challenging young people. |
|  | Have good verbal and written communication skills, including the ability to promote both the youth work and the organisation. | Ability to work with a voluntary management team |
|  | Good organisational skills. | Have an understanding of the needs and issues associated with areas of deprivation. |
|  | Computer literate. | Experience in working with young people with challenging behaviour. |
|  | Ability to be a self-starter. | Have an understanding of the funding climate in Northern Ireland. |
|  | Be able to work as part of team. |  |
| Disposition | Knowledge of issues young people face in today’s society. |  |
|  | A desire to support the growth and development of young people. |  |
|  | Demonstrate innovation and initiative to overcome problems and issues. |  |
|  | Ability to relate to a variety of people. e.g. youth, other service providers, supporters, church leadership, teaching staff and parents. |  |
| In the event of a greater than expected response in application of this post the Directors of MVI reserve the right to enhance the Essential Criteria listed above. | | |

**Application Form (completed and returned by 5pm on Wed 4th October 2017)**

**Senior Youth Worker – Monkstown Village Initiatives**

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| **Personal Details** |

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| **Surname** |  |
| **Forename(s)** |  |
| **Title** |  |
| **Address for correspondence** |  |
| **Postcode** |  |
| **Home Number** |  |
| **Mobile Number** |  |
| **Email** |  |
| **National Ins No.** |  |
| **Passport No.** |  |

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| **Education and Qualifications** |

**Please give details of post-secondary level qualifications:**

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| **Year completed** | **Examining Body** | **Level of qualification** | **Subject** | **Mark/Grade** |
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| **Employment History** |

**Please give details of employment, beginning with the most recent:**

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| **Name/contact of Employer** | **Dates of employment** | **Description of Duties** |
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**Criminal activity declaration**

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| **Criminal Activity: - *we require that all convictions, spent or otherwise, are disclosed.*** | | | | | | | |
| **Have you ever been convicted of a criminal offence?** | **Yes** |  |  | **No** |  |  | |
|  |  |  |  |  |  |  | |
| **Do you have a case currently pending against you?** | **Yes** |  |  | **No** |  |  | |
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| **If YES to either of these questions, please give details:** | | | | | | | |
| ***A conviction will not necessarily exclude applicants from consideration.*** | | | | | | | |
| **References** | | | | | | |

Please give the names and addresses of two referees, one of whom should be your current/ most recent employer. Please include one referee who may be contacted during the application process. The other referee will not be contacted until a provisional offer is made.

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| **Name (of referee to be contacted):** | **Name:** |
| **Organisation:** | **Organisation:** |
| **Position Held:** | **Position Held:** |
| **Address including postcode:** | **Address including postcode:** |
| **Email address:** | **Email address:** |
| **Telephone number:** | **Telephone number:** |

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| **Interview arrangements** |

**Currently, interviews are planned during the week beginning the 9th October.**

**Please provide details of any special arrangements in relation to either**

**communications or access that you may require, if invited for interview:**

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| **Additional Information** |

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| **When would you be available to start:** |  |
| **Do you have access to a vehicle for work purposes:** |  |
| **How did you hear about this vacancy:** |  |

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| Information for short listing. |

**The following section asks you to outline your experience in relation to the Essential**

**and Desirable Criteria specified in the Job Specification for this role.**

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| **Please demonstrate/example your experience in the following areas:**   * An effective communicator able to engage and enthuse a wide range of audiences. * Experience teaching, presenting and / or running training courses * Ability to recruit, manage and work with volunteers. * Ability to work as part as a team |
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| **Please demonstrate/example your experience in the following areas:**   * Developing mentoring programmes with young people with complex needs. * Running programme-based youth clubs. * Establishing new programmes when new issues arise. * Working with young people with challenging behaviour. |
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| **Please demonstrate/example your experience in the following areas:**   * Experience in budgeting, sourcing funding and building relationships with supportive funders. * Writing reports as required and developing resources to be used by young people. * Good organisational skills. |
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| **Please use this space to document any other information that you feel may support your application** |
| (Attach an extra sheet if necessary) |

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| Declaration |

**The statements given by me on this application are to the best of my knowledge and belief true. I understand any offer of appointment maybe withdrawn if: there has been a deliberate falsification or omission of factual information; Access NI approval is not authorised; or additional relevant information becomes available.**

**Signed:**

**Date:**

Equality in Opportunities Monitoring Form

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| Are you | | | | | Male | | |  |  | | | | Female | | |  |  |
| Please tick the age band currently applicable to you | | | | | | | | | | | | | | | | | |
| 16 - 25 |  | 26 - 35 |  | 36 - 45 | |  | 46 - 55 | | |  | 56 - 65 |  | | 66+ |  |  | |
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| ETHNIC ORIGIN: – *please tick one category only* | | | | | | | | | | | | | | |
| WHITE |  |  | MIXED |  |  | ASIAN OR ASIAN BRITISH |  |  | BLACK OR BLACK BRITISH |  |  | CHINESE OR OTHER ETHNIC GROUP |  |  |
| British |  |  | White & Black Caribbean |  |  | Indian |  |  | Caribbean |  |  | Chinese |  |  |
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| Irish |  |  | White & Black African |  |  | Pakistani |  |  | African |  |  | Other |  |  |
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| White Other |  |  | White & Asian |  |  | Bangladeshi |  |  | Black Other |  |  |  |  |  |
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|  |  |  | Mixed Other |  |  | Asian Other |  |  |  |  |  |  |  |  |
| *For ‘other’ please describe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | | | | | | | | | | | |

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| DISABILITY: – *please tick as appropriate* | | | | | |
| **The Equality Act 2010 defines the protected characteristic of disability as:**  *‘A person (P) has a disability if— (a) P has a physical or mental impairment, and (b) the impairment has a substantial and long-term adverse effect on P's ability to carry out normal day-to-day activities.’*  Based on this description, do you consider yourself: | | | | | |
| Disabled |  |  | Not Disabled |  |  |
| Nature Of Disability: | | | | | |

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| RELIGION OR BELIEF: – *please tick one category only* | | | | | | | | | | | | |
| Buddhist |  |  | Christian (all denominations) |  |  | Hindu |  |  | Jewish |  |  | Muslim |
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| Sikh |  |  | None |  |  | Other |  |  | Prefer not to say |  |  |  |
| *For ‘other’ please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | | | | | | | | | |

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| SEXUAL ORIENTATION: – *please tick one category only* | | | | | | | | | | | | | | |
| Bisexual |  |  | Gay |  |  | Lesbian |  |  | Heterosexual |  |  | Prefer not to say |  |  |
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