



Northern Ireland Community of Refugees and Asylum Seekers

Candidate Information Booklet

Senior Youth Worker

(Ref CYP: 001)

Closing date for applications:

20 April 2017, 16:00pm



Northern Ireland Community of Refugees and Asylum Seekers

Senior Youth Worker **Job description & Personal Specification**

Responsible to:	Chair person
Location:	NICRAS
Hours of work:	20 hours per week
Salary:	NJC Scale 5 point 24 - £21,530.00 Pro rata
Leave entitlement:	25 days per annum (pro rata) [excluding bank holidays]
Contract end date:	31st March 2020

Background

NICRAS is the only refugee and asylum seeker led organisation in Northern Ireland and was established in 2002. It works for the benefit of refugees and asylum seekers by providing advice, support, and a community for people in situations of extreme vulnerability.

Northern Ireland Community of Refugees and Asylum Seekers have been awarded three years funding, to run a programme of support and activities for refugee and asylum seeking children and young people (CYP).

As part of its ongoing growth and development, NICRAS is seeking to appoint a Senior Youth Project Coordinator who will be responsible for the development, implementation and delivery of an exciting new children and young people programme and activities which has been funded by the BBC Children In Need.

Purpose

The Senior Youth Work will be a member of NICRAS staff team and will assist with the development, co-ordination and implementation of a programme designed to engage young people aged 5 – 18 of the refugees and asylum seekers community in Belfast. The project will seek to rebuild the children's confidence and self-esteem, reduce isolation, and increase participation and engagement within the community. S/he will work closely with existing community youth networks/providers, local schools, social services and various youth justice agencies. S/he will play a significant role in shaping the policy and strategic direction of the CYP project.

MAIN DUTIES

Programme



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- √ To co-ordinate the CYP programme and oversee the delivery of a youth drop-in facility, implement/embed the core project aims of Personal Development, Mentoring, Essential Life & Employment Skills and Activity Based Learning
- √ To develop and implement the use of appropriate reporting and data collection mechanisms
- √ To ensure timely delivery of all reports and administration
- √ To be responsible for the delivery and/or oversight of training and programme delivery to the cohort of children and young people
- √ To recruit children and young people for the programme through NICRAS children and young people database
- √ To recruit, manage and supervise volunteers for the CYP programme
- √ To develop an Annual Action Plan for the programme
- √ To ensure the active participation of CYP in the agreed programme
- √ To work intensively with young people involved in the programme to initiate, develop and complete individualised/person centred action plans to encourage positive changes for participants
- √ Ensure a standardisation of approach to delivering mentoring support to children and young people on the programme
- √ To oversee in the recruitment, support and intensive working with children and young people enrolled in the programme
- √ To seek out and provide opportunities for community placements for young people
- √ To liaise with other key agencies/stakeholders to build a network of support for young people and provide relevant information and signposting, where appropriate
- √ To monitor and evaluate the project to ensure that the services offered meet the needs of children and young people.
- √ Support young people in evaluating youth work activities and the impact of youth work on their development
- √ To work directly with young people to develop their social, emotional, health and well-being through various programmes and activities.

Administration

- √ To be responsible for maintaining accurate and up to date records
- √ To ensure that all necessary information is recorded and stored appropriately with respect to confidentiality
- √ To supervise appropriate staff, including the management and allocation of duties within the centre and within the designated area of benefit
- √ To provide leadership and support for the part-time workers and volunteers within the programme

General

- √ To work as a member of NICRAS team and to engage in activities which promote and develop the CYP programme
- √ To attend training courses, strategic meetings and conferences as required
- √ To liaise with other relevant organisations to ensure breadth of opportunity for the young people on the programme
- √ Work in partnership with the wider community and with other agencies to deliver effective services as part of a multi-agency approach.



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- √
- √ To carry out such duties as may reasonably be required of the post holder
- √ To promote the programme as appropriate
- √ Communicate effectively and develop a rapport with young people
- √ The referral of young people to relevant services based on identified need

Person Specification

Essential Criteria
<p>Education and Qualifications</p> <p>Qualified youth worker according to current JNC (Youth and Community) Regulations and</p> <p>Applicants must provide evidence of a recent intervention designed to address specific youth needs.</p>
<p>Knowledge and Experience</p> <p>A minimum of 2 years relevant youth work experience/ <u>OR</u> 4 years substantive part-time experience of youth work delivery in the past 5 years.</p> <p>Previous experience in youth work (paid or voluntary)</p> <p>Experience in providing information and advice to young people</p> <p>Experience of delivering youth work programmes</p> <p>Experience in carrying out, policies and procedures in line with current legislation.</p> <p>Experience of monitoring and evaluation processes</p> <p>Experience of planning, measuring, tracking, evidencing and reporting on outcomes</p> <p>Knowledge and understanding of delivering youth work within an equal opportunities framework.</p>
<p>Skills/Personal Attributes.</p> <p>Excellent ICT skills in MS Office, use of emails and web</p> <p>The skill of oral presentation and the ability to produce a high standard of written reports and material pertaining to the project</p> <p>Ability to design, plan and implement programmes of activities for young people based on evidence of need and youth work curriculum.</p>
<p>Attitudes</p>



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Committed to addressing inequality and disadvantage

Passionate about continuous improvement and personal development

Passionate about empowering young people

Self-motivated and self-disciplined

Have a pro-active mind-set, with the ability to problem solve and work on one's own initiative

Ability to work unsocial hours

Ability to design, plan and implement programmes of activities for young people based on evidence of need and youth work curriculum.

Ability to build sustainable relationships with a range of stakeholders including young people and adults.

Personal Qualities

Strong commitment to young people

Self-starter

Desirable Criteria

Ability to effectively network within sector and build strong relationships.

Ability to manage own time effectively.

Ability to strongly advocate and influence on issues related to refugees and asylum seekers children and young people.

Ability to undertake training appropriate to the needs of the project and self to assist in the development of staff training.

Experience in facilitating for young people

Fundraising Experience

Experience, knowledge and understanding of the legislation and issues affecting care experience and NEET children and young people.

Experience and knowledge of safeguarding policies and procedures

Experience of working



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NICRAS application process

The application process is described below

	Activity	Timescale
Step 1	Closing date for completed applications and equality monitoring data	Thursday 20 April 17 16:00pm
Step 2	Short listing of applications	Friday 21 April 2017
Step 3	Interview Dates	Tuesday 25 April 2017
Step 4	Initial conditional offer for successful candidate Pre-employment vetting processes	To be confirmed
Step 5	Successful Candidate offered post	To be confirmed

Guidance for making your application

- Completed applications can be submitted by hand, or by post to NICRAS
143a University Street , Belfast BT7 1HP
- We will not accept incomplete application forms, application forms returned without the equality monitoring form before the deadline, application forms received after the closing deadline or reformatted application forms which exceed the maximum length.
- Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to meet the required deadline.
- Should you have any queries please contact **Justin Kouame**



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- The reserve list resulting from this competition will be valid for a period of up to one year.
- Any reasonable adjustments required by a candidate for attending interview will be made in advance, please let us know how we can do this

Pre-employment vetting procedures

The pre-employment vetting procedures will include the following:

- Your passport and any relevant visa documentation or a document verifying your permanent National Insurance number (e.g.P45, P60 or National Insurance card)
- Proof of qualifications
- Receipt of 2 satisfactory references (References will not be sought until after the final Stage of the assessment process)
- Access NI check

THIS PROJECT IS FUNDED BY THE BBC CHILDREN IN NEED

