

Lower Ormeau Residents Action Group
Senior Youth Worker Coordinator

Job Description

JOB TITLE: Senior Youth Work Project Coordinator
BASED AT: Shaftesbury Community and Recreation Centre
RESPONSIBLE TO: Director of Services

Summary of terms and conditions

- 37.5 hours per week
- 25 days annual leave plus public holidays (pro-rata)
- Salary: £25,000

Background

Lower Ormeau Residents Action Group (LORAG) was formed in 1987 to support the residents of Lower Ormeau. Initially set up to address many social problems in the area, the organisation has grown substantially and is now recognised as one of the leading community development organisations in the South Belfast area. LORAG is a company limited by guarantee and is recognised by the Inland Revenue as having charitable objectives.

LORAG manages the Shaftesbury Community and Recreation Centre (The Centre) and delivers a range of programmes and projects directly to the local community; these include youth, children, older peoples, health and sports activities. The Centre has a wide range of additional service including access to internal main hall, dance studio, external 3g pitch and state of the art gym facility that are delivered on as Social Economy Model.

The Lower Ormeau is a vibrant established community with strong community structures in place. It is an interface area with an increasing population of Cantonese, Chinese, African, Islamic, Polish and Roma communities and has a high density of students. The area lies adjacent to vibrant protestant and catholic communities, each with strong community structures.

The Centre is located within Inner South Neighbourhood Renewal area which has been identified as an area suffering from a broad range of poverty and deprivation issues. The area has a relatively young population and the recent completion of 250 new social houses, all of which were allocated on the bases of social need, has only added to the demand for well-run community lead services.

As part of its ongoing growth and development, LORAG is seeking to appoint a Senior Youth Project Coordinator who will be responsible for the development and delivery youth engagement programme funded under Neighbourhood Renewal.

Purpose:

The Project Senior Youth Work Coordinator will be a member of Lower Ormeau Residents Action Group staff team and will assist with the development, co-ordination and implementation of a programme designed to engage young people aged 14 – 20 from the Lower Ormeau area.

MAIN DUTIES:

Programme

- √ To co-ordinate the youth programme and oversee the delivery of a youth drop-in facility, implement/embed the core project aims of Personal Development, Mentoring, Essential Life 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 implement and develop the agreed project communications policy
- √ To act as a liaison between the consortium partner members to ensure high levels of communication
- √ To be responsible for the delivery and/or oversight of training and programme delivery to the cohort of young people
- √ To work intensively with young people involved in the Youth 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 young people on the Youth Programme
- √ To assist in the recruitment, support and intensive working with young people enrolled in the Youth Programme
- √ To ensure that the programme enlist the support of BME communities
- √ 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 young people

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

General

- √ To work as a member of the youth team and to engage in activities which promote and develop the project
- √ 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
- √ To carry out such duties as may reasonably be required of the post holder
- √ To promote the project as appropriate

Lower Ormeau Residents Action Group
Senior Youth Co-ordinator
Job Specification

ESSENTIAL CRITERIA

Experience:

A minimum of 1 years experience of managing staff, volunteers and/or projects.

- A minimum of 3 years' experience of working directly with marginalised young people
- A minimum of 2 years' experience of delivering training and developmental programmes to young people
- A minimum of 2 years' experience in mentoring/supporting individual young people in need or at risk

Knowledge and Values:

- A degree in Community Youth Work/Five years' experience working in a similar role
- Knowledge of the training environment and accreditation process
- Commitment to children's rights
- Respectful of difference and diversity
- A knowledge of current ETE issues/policy
- A commitment to working in collaboration with programme partners

Skills:

- Excellent written and oral communication skills
- A proven ability of report writing and data collection
- An ability to engage with young people in a participative manner
- Ability to effectively network/advocate within various sectors and build strong relationships
- Excellent ICT and communication skills

Circumstances:

- An ability to work outside normal office hours when required

DESIRABLE:

- Ability to scan, digest and present information in a broad range of contexts
- Willingness to contribute to own supervision and development
- Ability to manage own time effectively
- Ability to undertake training appropriate to the needs of the project and self and to assist in the development of staff training.
- Ability to effectively network within various sectors and build strong relationships
- Ability to strongly advocate and influence on issues related to vulnerable and challenging young people
- Hold a current driving licence and have access to a vehicle. This criterion would be waived, if a disability prohibits driving

Lower Ormeau Residents Action Group

APPLICATION FOR APPOINTMENT
AS

Senior Youth Co-Ordinator (Full time)

This form must be completed in full by all applicants in black ink or type written. A CV cannot be used in its place.

Name of Applicant
(in block capitals)
ADDRESS
.....

This form should be returned to

**LORAG
97 Balfour Avenue
Belfast BT7 2EW**

Friday 18 October 2019 @ 4.00pm

Application Forms received after the above time and date will not be considered.

Applications will not be accepted by fax.

**LOWER ORMEAU RESIDENTS ACTION GROUP IS AN EQUAL
OPPORTUNITIES EMPLOYER AND WELCOMES APPLICATIONS FROM
ALL SECTIONS OF THE COMMUNITY**

Surname: **Previous Surnames**

Forename(s)

Mr/Mrs/Miss/Ms **Telephone No (Home/Business)**

Address

Previous Address (within last 5 years)

Date and place of birth

Particulars of Education after 11 years of age

Type of School, College of Further Education or University	Dates attended

Particulars of Qualifications obtained (GCSE, GCE, CSE, Degrees, etc)

Please state marks, grade or level of qualification as this may be used in shortlisting

Year	Examining Body	Level of Qualifications Obtained	Subject	Marks or Grade

Particulars of Professional Qualifications obtained

Title of Qualifications	Date Awarded

Educational or Professional Studies in Progress

Nature of Studies	Duration of Studies

Details of present Employment and Position held

Name and Address of present Employer (if any)	Date Employment commenced	Position	Salary Scale

Details of Previous Employment and Positions held

Name and Address of previous Employer	Commencing and Finishing Dates	Position	Salary Scale

Having read the job description, please give details of your previous experience, which you believe is relevant to this post together with any other relevant information in support of your application

continue on separate sheet if necessary

Give details of any relevant skills, expertise and abilities gained through voluntary work or in the home.

continue on separate sheet if necessary

Give details of training, which may have relevance to this position

continue on separate sheet if necessary

Please give details of any convictions or cases pending against you for any criminal offences, which are not regarded as “spent” convictions under the Rehabilitation of Offenders (NI) Order 1978. (Include nature of offence and sentence)

Is there any reason why you cannot work with children / vulnerable adults?

Yes/No (please delete as appropriate)

Do you hold a full current driving licence?

Yes/No (please delete as appropriate)

Give particulars of any illness, which incapacitated you for more than 7 days during the last 2 years

Please give the names, addresses and occupations of two persons not related to you, to whom reference may be made. One of the Referees must be a previous employer (if any) and both should be able to comment on your ability to carry out particular tasks of the job.

Previous Employer (if any)	
Name	Name
Address	Address
.....
.....
Post code	Post code
Occupation/Title	Occupation/Title

I certify that the above information is correct and understand that any false or misleading information, if proved, may result in no further action taken on this application, or, if appointed, dismissal from the service of the Project.

Signature of Applicant

Date

For administrative use only

Date received

Time received

Received by

LOWER ORMEAU RESIDENTS ACTION GROUP

**EQUAL OPPORTUNITIES MONITORING FORM
CONFIDENTIAL**

Monitoring Reference Number REF NUMBER :

We wish to assure applicants and employees that the monitoring data they provide will be used to promote equality of opportunity for all applicants and employees regardless of their background.

Ethnic Group:

Please indicate which Ethnic Group you belong to:

Bangladeshi	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Black Other	<input type="checkbox"/>	White	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Any other ethnic group:	_____

My Nationality is: _____

In asking this question, we want to assure applicants that the information provided will only be used to promote equality of opportunity for applicants and employees in the basis of their Nationality.

Sexual Orientation:

My sexual orientation is towards someone:

Of the same sex A different sex

Both

Are you in a civil partnership? **Yes**

Disability:

Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities. Please note that it is the effect of the impairment, without treatment, which determines if an individual meets this definition of disability.

Do you consider that you meet this definition of disability?

Yes No

If yes, please state the type of disability:

Mental Health Disability

Learning Disability

Physical Disability

Are there reasonable adjustments that we could make as part of our recruitment process that would enable you to enjoy equality of opportunity in getting a job/working with us?

Please specify:

Marital Status / Family Status:

Are you married?

Yes

No

Those With and Without Dependants:

Do you have:

Children **Yes**

If YES, are they at school **Yes**

Other relations, for whom you have significant caring responsibilities **Yes**

Other caring responsibilities **Yes**

Please specify: _____

No caring responsibilities **Yes**

Community Background:

Regardless of whether we practice religion most of us in Northern Ireland are seen as either Catholic or Protestant. Please indicate the community to which you belong by ticking the appropriate box below:

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am a member of neither the Protestant nor Roman Catholic community

Please indicate your sex by ticking the appropriate box

Male

Female

Age:

Please provide your date of birth or tick the Age band to which you belong:

DOB: _____

Age Band:

Under 18

41 - 50

18 - 30

51 - 60

31 - 40

61 and over