



- Job Description:** Youth Support Worker-in-Charge (Centre-based)
- Job purpose:** To work directly with young people to develop their social education by providing programmes of activities. This post is for workers that have operational responsibility for a local youth club/project.
- Salary:** £19,636 per annum. (36 hrs)
- Responsible to:** Centre Manager / Steering Group
- Responsible for:** The development and delivery of the agreed programme, the management of appropriate staff/volunteers and the implementation of all project / organisational policies.
- Job purpose:** To work directly with young people within the project remit to develop their social wellbeing and educational development by providing a range of structured programmes / activities. This post is for Youth Workers that have operational responsibility for a local youth club/project.

**Essential  
Criteria:**

Northern Ireland Youth Service Youth Support Worker  
Qualification.

OR

OCN Level 3 Introduction to Youth Work and Programme  
Development.

OR

an equivalent Youth Work Qualification.

Plus, a minimum of one years' experience working in a youth  
work setting.

**Desirable  
Criteria:**

A working knowledge including the social and economic  
needs of all the areas involved in the project.

## **Main duties and responsibilities**

1. To identify, prioritise and deliver a programme of youth work activities based on need in the designated areas.
2. To provide leadership and support for a team of part-time workers and volunteers within the project.
3. Ensure that young people play an active role in the project and work towards a model of youth participation.
4. Develop and maintain relationships with the wider community and external agencies.
5. Provide information and support to young people to assist them to express and realise their goals and to work effectively in groups.
6. Challenge oppressive behaviour in young people.
7. Encourage young people to broaden their horizons and be active citizens.
8. Monitor and evaluate the quality of youth work activities, supporting young people in the evaluation of the activities and the impact of youth work on their development.
9. Support young people in their understanding of risk and challenge and in taking action to address key issues in their lives.
10. Implement the organisations Child Protection Policy and work with young people to safeguard their welfare and the welfare of others.
11. Be responsible for administration within the project, including financial matters, effective record keeping and ensuring that the administrative requirements of the project are met.
12. As appropriate be involved in the recruitment, selection and induction of paid staff and volunteers.

## **Other duties**

1. To carry out such duties, as may be assigned by the Centre Manager, within the level of the post.

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## Youth Support Worker in Charge

Clooney Estate Residents Association are committed to equality of employment opportunity and welcome applications from all suitably qualified applicants regardless of religious belief, political opinion, racial group, gender, age, marital status, sexual orientation and whether or not they possess a disability or have or do not have dependants.

### APPLICATION FORM

For the post of: **Youth Support Worker in Charge (Clooney Community Centre)**

Please note CV's must not be included as part of your application and if submitted will not be considered. It is therefore important that this form is completed with sufficient information to demonstrate how and to what extent you meet the job requirements. Clooney Estate Residents Association reserve the right to shortlist only those applicants who appear from the information supplied in the application form to be most suitable in terms of experience, qualifications and the other requirements of the post. Only those short listed will be progressed to the next stage of the recruitment process.

**PLEASE TYPE OR PRINT IN BLACK INK**

Surname:	Forenames:
Address:	
Post Code:	
Tel No. (Home):	Tel No. (Work):
Date of Birth:	National Insurance No:

#### **DISABILITY**

Under the Disability Discrimination (N.I.) Act 1995 a disabled person is defined as a person with:

*"A physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out a normal days activities"*

Having read this definition, do you consider yourself to have a disability? Yes ☐ No ☐

If yes, please advise if you will require any special arrangements if selected for interview:-

**Note: Advice and support may be provided by your local Disablement Employment Advisor. Please contact your local Job Centre for further information.**

Do you have a current driving licence? Yes ☐ No ☐

Do you have access to your own transport?

Yes ☐

No ☐

(Please tick as appropriate)

## **EDUCATION AND TRAINING**

Candidates should complete their application form fully. It is important that qualifications are **clearly** listed showing examination body, year of qualification, grade obtained etc. and any other relevant details.

Where more than one part of an examination is required for final qualification in a subject or course of study **all** parts attained must be clearly listed.

If you do not possess the specified qualifications, you should clearly indicate those qualifications which you are claiming are equivalent and on what basis they are equivalent to those specified. Remember, **your application will be short listed solely on the basis of information provided by you on the application form**. Members of the selection panel are not permitted to make assumptions about you or take account of any personal knowledge they may have about your qualifications/experience. You should ensure that the application form is completed fully and concisely.

**SECONDARY EDUCATION**

Examining Body/ Qualification	Subject (and level)	Grade Result	Year Awarded

**FURTHER EDUCATION (Full-time and Part-time)**

Educational Establishment	Qualification Awarded	Subjects/ Units	Grade/ Result	Year Awarded	Exams to be taken and date

**PROFESSIONAL QUALIFICATIONS**

Title of Qualification	Date Awarded

**MEMBERSHIP OF PROFESSIONAL BODIES**

Title of Professional Body	Current Membership Status	Date of Registration

**OTHER TRAINING/COURSES**

Please provide details of any other relevant courses/training not identified above:-

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**Note: Should you be successful you will be required to produce official original proof of any qualifications/memberships/training which you rely on to support your application.**



## **EMPLOYMENT HISTORY**

It is important that you give clear details of your previous work experience, highlighting areas that you believe may be relevant to the post. Please provide full details especially in relation to dates of employment.

### **PRESENT EMPLOYMENT**

Name & Address of Employer	Date of Starting	Position held and outline duties	Salary/Wages	Reason for Leaving
Please state the amount of notice required by your present employer:				

### **PREVIOUS EMPLOYMENT**

Please give details of all previous positions held by you since leaving school including vacation, voluntary or part-time work. Start with the most recent positions first.

Name & Address of Employer	Employment Dates	Position held and outline duties	Salary/Wage	Reason for leaving

Continue on an additional page, if necessary.

## EXPERIENCE, SKILLS AND ABILITIES

This application form will be used by a selection panel to decide whether or not to shortlist you to the next stage of the recruitment process. Having read the job description, please give details of your previous experience that you believe is relevant to this post together with any other information in support of your application. Remember, your application will be short listed solely on the basis of information provided by you **on the application form**. (Details of any relevant skills, expertise and abilities gained through voluntary work or in the home may be included on this sheet).

With reference to your personal experience, skills and abilities, please detail how you meet the **Essential Characteristics**. (Please refer to job description)

**EXPERIENCE, SKILLS AND ABILITIES continued.**

With reference to your personal experience, skills and abilities, please detail how you meet the **Desirable Characteristics (Please refer to job description)**

If necessary, please continue on separate sheet.

**REFERENCES**

Please give the names and addresses of two referees (one of which should be your current employer, if applicable). These referees will be requested to comment on your ability to carry out the duties of the post for which you have applied.

Name: .....	Name: .....
Address: .....	Address: .....
.....	.....
Post Code: ..... Tel No. ....	Post Code: ..... Tel No. ....
Name of Business/Organisation and Job Title:	Name of Business/Organisation and Job Title:
.....	.....

If you were known by another name, please indicate accordingly:

.....

**If you do not wish your referees to be contacted prior to interview please enter X in this box**

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## INTERVIEW DATES

Please specify any dates on which you would be UNAVAILABLE for interview, if invited:-

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## DECLARATION AND SIGNATURE

I certify that the information I have provided above is true, complete and accurate to the best of my knowledge and I understand that any false or misleading statements or the withholding of any relevant information may render this application null and void, may provide grounds for the withdrawal of any offer of appointment or if appointed, dismissal from the service of Clooney Estate Residents Association.

I give my consent for Clooney Estate Residents Association to contact my nominated referees as well as my present and previous employers and in the event of an appointment being offered, to carry out a criminal record check, if deemed necessary.

SIGNED: ..... DATE: .....

NAME IN CAPITAL LETTERS .....

This form should be returned to:

Please return the completed form by noon on Friday 29<sup>th</sup>  
October 2021 to Clooney Estate Residents Association, C/o  
Clooney Community Centre, 55-59 Heron Way, Derry-  
Londonderry BT47 6LE.

Envelope should be marked RECRUITMENT – Youth Worker  
in Charge or email to [clooneyresidents@outlook.com](mailto:clooneyresidents@outlook.com)

**Please note: post is funded until end of March 2022 with  
a possible extension subject to funding.**

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**EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE**

Clooney Estate Residents Association is committed to providing equality of opportunity for all job applicants regardless of their religious belief, political opinion, racial group, gender, age, marital status, sexual orientation and whether or not they possess a disability or have dependents or do not have dependents.

In order to ensure that its equal opportunities policy is being implemented effectively, CERA monitors all employees and job applicants. In order to assist this process, all applicants are therefore requested to complete the following questionnaire.

Please answer the following questions by ticking the appropriate box and/or providing details as required.

- 1. Gender:** Male ☐ Female ☐
- 2. Family Status:** No caring responsibilities ☐ Care for children ☐  
Care for other relative ☐ Other ☐  
..... (Please specify)
- 3. Marital Status:** Married ☐ Single ☐ Divorced/Separated ☐  
Widowed ☐ Partner ☐ Other ☐  
..... (Please specify)
- 4. Ethnic Origin / Race:** ☐  
Bangladeshi ☐ Black African ☐ Black Caribbean ☐  
Chinese ☐ Indian ☐ Irish Traveller ☐  
Pakistani ☐ White ☐ Mixed Ethnic Group ☐  
Other (please specify) ..... Nationality (please specify) .....
- 5. Disability :**  
Under the Disability Discrimination (NI) Act 1995 a disabled person is defined as a person with:  
***"A physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out a normal days activities."***  
Having read this definition, do you consider yourself to have a disability?  
Yes ☐ No ☐
- 6. Perceived Religious Affiliation/Community Background**  
For most of us in Northern Ireland we are perceived to be from either the Protestant or Roman Catholic community. Please indicate the community to which you belong by ticking the box below  
Protestant ☐ Roman Catholic ☐ Neither ☐
- 7. Which category best describes your age?**

Under 18 ☐ 18-34 ☐ 35-54 ☐ 55+ ☐

**8. How did you become aware of this advertisement? (Please indicate below)**

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