



DEVELOPING CAPACITY | VALUING DIVERSITY | BUILDING PEACE



SUPPORT WORKER (PART TIME 2025 – 2027) INFORMATION PACK

FEBRUARY 2025

Introduction

Dear Candidate

Thank you for your interest in joining Springboard as a Support Worker (part time).

At Springboard, we're very proud of the work we do to help young people and adults increase their choices and opportunities. We work alongside and support our participants as they navigate their development and feel privileged to be part of their journey.

The role will work with young people aged 14-24 years, facing disadvantage, and support them to engage positively with others from a different background and increase personal, civic and employability skills.

We're as keen to develop our staff as we are the young people we support, so this role offers a great opportunity for personal development and growth.

Our values and our participants guide us in everything we do, so if you are as passionate as we are, about using your experience to support young people, we would love to hear from you.

Steph O'Rourke

Executive Director



Who are Springboard?

Springboard are changemakers, committed to building a society that develops and strengthens capacity, promotes citizenship, better values diversity and increases mutual appreciation across all people.

Over the past three decades we have remained focused in supporting young people and communities from areas facing disadvantage.

We are committed to:

- empowering people and communities and supporting growth where the future offers choices, opportunities, and advantages.
- supporting a re-invigorated sense of belonging and responsibility for where we all live.
- contributing to a society that is inclusive and values mutual understanding and diversity.



What we can offer you!

- competitive salary at £23,656 per annum pro rata
- 3% pension contribution
- fixed term contract 2025-2027
- childcare vouchers scheme
- paid comprehensive induction
- 37 days per year, including statutory days pro rata
- travel mileage
- laptop & mobile phone provision (if appropriate)
- wellbeing & development days
- support & supervision
- team meetings for shared learning & practice
- continuous professional development including non-managerial support and half day per week release for approved training
- organisation volunteer days, and
- an enjoyable workplace!

Job Description: Support Worker

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|-----------------------|---------------------------------|
| Title: | Support Worker |
| Responsible to | Executive Director |
| Reports to | Team Leader |
| Hours: | 18.75 hours per week (2.5 days) |
| Location: | Belfast |
| Duration: | 2025-2027 |

Main Responsibilities

- Contribute to creating and fostering a climate which encourages positive growth and personal development in participants.
- Support baseline assessments and participant mentoring as needed throughout the programme.
- Support young people to identify participant experiences, needs, interests and aspirations and determining 'tools for change'.
- Engage with parents, guardians, agencies and groups to support young person and act as an advocate for young persons interests.
- Work to ensure youth development approach and principles are embedded in delivery and lead to change within outcome areas.
- Support co-design processes, creating a genuine climate for engagement and clear role in design and delivery.

- Help source group activities, masterclasses, cultural visits etc aligned to outcome areas.
- Facilitate non-formal learning & accredited learning as required.
- Provide project support across programmes, including logistical and administrative support.
- Support monitoring and evaluation procedures, through collation of participant information and feedback.
- Enter participant information into on-line management information system to assist tracking development during and post programme.
- Support marketing of project and recruitment of participants ensuring they meet the agreed profile.

General Responsibilities

There are standard duties and responsibilities all employees irrespective of their role within Springboard are expected to be familiar with and adhere to:

- Treat everyone with courtesy and respect.
- Prepare for and participate in all individual and staff development activities.
- Attend regular training and development opportunities to maintain an up-to-date skills and knowledge.
- Participate fully in conferences, courses, meetings as required.
- Participate in development of innovative and alternative approaches to work with young people.
- To ensure confidentiality, always, only releasing confidential information obtained during the course of employment to those acting in an official capacity and in accordance with the provisions of Data Protection Act and amendments.
- Awareness of organisation objectives and provision and compliance with all procedures, policies, and regulations.
- Promote the aims and objectives of the organisation.
- Committed to and work within the code of conduct, mission, values, and objectives of Springboard.
- Carry out any other duties as required.

This job description is a broad picture of the job at the date of preparation. It is not exhaustive; the job holder will be expected to be flexible. It is recognised that jobs change and evolve over time and any necessary changes will be discussed with the job holder.

Person Specification: Support Worker

| ESSENTIAL CRITERIA | |
|--|--|
| Educational and Professional Qualifications | Holds a Level 3 qualification in a relevant field and minimum 2 years' experience of working with young people. |
| Experience | <p>Experience of recruitment and engagement of young people onto programmes.</p> <p>Experience of facilitating workshops and supporting young people from disadvantaged communities.</p> <p>Experience of providing programme support.</p> |
| Skills & Abilities | <p>Computer literacy (use of Microsoft Outlook/Word).</p> <p>Ability to maintain confidentiality</p> <p>Good communication skills</p> <p>Ability to work as key member of a team</p> |
| Qualities | <p>Commitment to own development.</p> <p>Ability & willingness to work outside of normal hours on some occasions.</p> |
| Other Factors | <p>Commitment to own development.</p> <p>Ability & willingness to work outside of normal hours on some occasions.</p> |
| DESIRABLE CRITERIA | |
| Other | Current full driving licence and access to transport. Consideration will be given to alternative travelling proposals in respect of applicants with a disability. |



Applicants please note

We reserve the right to heighten criteria based on demand. Applicants will be considered for other roles with similar specification. **Springboard does not provide individual feedback on applications or post interviews.**

Springboard is an Equal Opportunities Employer

HOW TO APPLY

Complete the application form including monitoring form and email to recruitment@springboard-opps.org

TIMELINE

| | |
|-------------------------------|---|
| Closing date for applications | 4.00pm on Friday 21 st February 2025 |
|-------------------------------|---|

112-114 Donegall Street, Belfast BT1 2GX

Tel: 028 90 315111

Email: recruitment@springboard-opps.org

Website: www.springboard-opps.org

Twitter: [@springboardopp](https://twitter.com/springboardopp)

Facebook: [@Springboard Opps](https://www.facebook.com/SpringboardOpps)

Instagram: [@springboardopps](https://www.instagram.com/springboardopps)

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