

**Emotional Health & Wellbeing Project Worker (P/T)**

**INFORMATION PACK**

**March 2025**

**JOB REF: PWMar25**



Reach: Involve: Enjoy: Achieve

**Thank you for your interest in the post of Emotional Health & Wellbeing Project Worker (P/T).**

The information within this application pack is designed to give applicants a fuller picture of the post and a brief description of **Boys & Girls Clubs NI.**

After reading through the pack, we hope that you will be interested in applying for the post and ask that you submit a CV by **5pm Friday 14th March 2025** to: [**Post@boysandgirlsclubs.net**](mailto:Post@boysandgirlsclubs.net)

CVs should be identified in the email subject area as a Job Application with Reference No. All applications received by the (above) closing time will be acknowledged.  OR post to:

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| --- |
| The Monitoring Officer  Boys & Girls Clubs  22 Stockmans Way, Belfast  BT9 7JU |

Applicants will be informed by email if they have been shortlisted or not for interview.

**You will find the following enclosed within this pack:**

1. **General Information and Appointment Notes**
2. **Pre-employment checks**
3. **Job Specification, Job Description and Person Specification**
4. **Equality of Opportunity Monitoring Questionnaire & Disclosure of Criminal Convictions Form (also available to download separately in Word format)**

**1. GENERAL INFORMATION AND APPOINTMENT NOTES:**

**Emotional Health & Wellbeing Project Worker**

The following outlines basic information about working terms and conditions. Full terms and conditions will be detailed in a Contract of Employment, which will be provided to the successful candidate.

* **Location – Omagh /Fermanagh**

The successful candidate will work from a local hub within one of these areas. Post-holder will deliver face-to-face emotional health & wellbeing programmes within local voluntary youth organisations.

 **Hours of Work**

This is a part-time post of **10.5 hours each week (£27,252 Pro Rata)**

* **Length of contract**

The role requires an immediate start and is guaranteed to the end of March 2025 with the possibility of extension. The successful candidate will be issued with a detailed Contract of Employment within 4 weeks from the date of commencing work.

* **Benefits**
* **Salary:£27,252 NJC Pay Point 5 - Pro-rata 10.5 hours each week.**

* **Annual Leave, Public & Privilege Holidays:**The leave entitlement is 20 days Annual Leave, plus 10 days Public Holidays (calculated pro-rata for part-time employees). The leave-year runs from 1st January to 31st December.

 **Probationary Period -** There will be a probationary period of 6 months.

 **Smoking Policy & Role Modelling**

Boys & Girls Clubs operates a strict non-smoking policy which also applies to the use of e-cigarettes. All personnel, staff and volunteers, are prohibited from smoking in Boys & Girls Clubs' premises, during all activities and events and at any time in the presence of children and young people. Staff and volunteers provide positive role modelling to the children and young people with whom we work and therefore any personal behaviour inconsistent with our health promotion standards is not permitted.

 **Equality of Opportunity**

Boys & Girls Clubs is committed to equality of opportunity in employment and welcomes applications from all suitably qualified persons, irrespective of religious belief, gender, physical ability, race, political opinion, age, marital status, sexual orientation or whether they have dependants. All applicants for employment will be considered based on merit.

To demonstrate our commitment to equality in employment we need to monitor the community background of all employees and job applicants as required by The Fair Employment and Treatment (NI) Order 1998. Therefore, we require all job applicants to complete and return a Monitoring Questionnaire. Personnel involved in either the short-listing or interview selection processes will not see its contents. However, if you do not complete this questionnaire, and return it with your completed and signed Application Form, we will not be able to process your application to the next stage of selection.

**Child Protection (Safeguarding)**

In compliance with Child Protection legislation the preferred candidate must agree to an Access NI managed Police check.

**2. PRE-EMPLOYMENT CHECKS**

**Introduction**

To safeguard children and young people who participate in our organisation, Boys & Girls Clubs will carry out appropriate pre-employment checks as part of our staff and volunteer recruitment and selection process to enable us to make informed recruitment decisions. This information sheet gives a brief outline of the process and further information can be obtained from our Designated Child Protection Officer.

**Pre-employment Checks**

After interview we will ask potential staff member/s for their consent to a Disclosure check which will be carried out by Access NI.

**What is Disclosure?**

A Disclosure is a document containing information held by the police and government departments and will assist us in making safer recruitment decisions. There are three levels of disclosure: Enhanced, Standard and Basic and we will carry out Enhanced Disclosure Checks on all potential youth work staff and volunteers after the interview process has been completed.

Disclosures will provide details of a person’s criminal record including convictions, cautions, reprimands, and warnings held on the Police National Computer (PNC). It will also provide details from lists held by government departments and information held by local police services.

A copy of the Disclosure document will be sent directly to the candidate who will then need to show it to Boys & Girls Clubs designated Child Protection Officer.

Please note that you do not have to consent to these checks being carried out. However, if consent is withheld, we will have to withdraw any offer of employment.

With some exceptions having a criminal record will not necessarily prevent an individual from working at Boys & Girls Clubs (see enclosed Statement of Non-Discrimination). This will depend on the nature of the position sought and the circumstances and background of the offence/s. Boys & Girls Clubs has a written policy on the **Recruitment of Ex-Offenders** which is available on request.

**Proof of identification**

To process the Disclosure check, Boys & Girls Clubs is required to confirm the identity of any potential youth work volunteers and members of staff. For this reason, we will request documentation as evidence of identity. Boys & Girls Clubs will provide a list of the acceptable documents required.

**\*\* Please note that any information supplied will be treated in confidence and in accordance with the Data Protection Act and the Access NI Code of Practice (**[**available here**](http://www.nidirect.gov.uk/publications/accessni-code-practice)**). Boys & Girls Privacy Policy is available on request and accessible on our website. The policy on the Safe Handling, Storage and Retention of Disclosure Information is available on request.**

**3. Job SPECIFICATION, JOB Description & PERSON SPECIFICATION**

1. **INTRODUCTION**

1.1 CVs must clearly demonstrate the qualifications, experience and skills sought, and must be returned to Boys & Girls Clubs before

**5pm Friday 14th March 2025**

1.2It is anticipated that interviews will be heldon the following week

**2.0 BACKGROUND**

2.1 Boys & Girls Clubs is a Regional Voluntary Youth Organisation and leading youth work charity that has played a pivotal role in the Northern Ireland Youth Service since 1940. We support an extensive network of local youth organisations and aim to provide young people with positive opportunities that will enhance their personal growth to adulthood. The organisation seeks to enable young people to get involved in a wide range of sporting, recreational, lifestyle and educational activities. It creates opportunities for the wider social participation of young people to facilitate their personal and social education and to benefit their health and well-being.

Each year the charity works directly with around 2500 young people and indirectly with 40,000 stakeholders. It aims to inspire young people and youth organisations to be their best in the pursuit of shared goals and to make a real difference in their community.

Boys & Girls Clubs provides educational enrichment opportunities to young people through a network and membership of 150+ affiliated youth organisations located across Northern Ireland. It provides this membership with a wide range of support services and activities including infrastructure support, governance, workforce development and information & guidance. A 12-person Board of trustees, representative of the wider membership, oversees the management of the Organisation.

**3.0 LOCATION**

Omagh & Fermanagh surrounding areas. Occasional regional work may be required. Mileage may be claimed for travel away from local base.

**4.0 DUTIES AND RESPONSIBILITIES**

4.1 The successful candidate must be capable of delivering innovative and engaging emotional health & wellbeing programmes to local voluntary youth organisations, based on their support requests. The successful candidate will have flexible working conditions with the expectation of work occurring during evening hours.

This post is initially until March 2026 with the possibility of extension. This post would only suit an individual who is highly motivated and can work on their own initiative.

4.3 **PURPOSE OF THE JOB**

This individual will work as part of a team to review the current approaches in youth work in relation to Emotional Health & Wellbeing, assess the needs of participants and design & deliver innovative Emotional Health & Wellbeing programmes, alongside intervention/ early support work with smaller groups/ individuals.

**JOB DESCRIPTION - KEY RESPONSIBILITIES**

The Emotional Health & Wellbeing Project Worker will:

1. Work closely with membership organisations and others from across the community, voluntary and statutory sectors.
2. Work in partnership with the project funders to facilitate and provide a support pathway for children and young people engaged in local voluntary youth organisations.
3. Conduct an emotional health and wellbeing needs assessment with organisations in the catchment area.
4. Deliver and evaluate a range of emotional health & wellbeing related programmes.
5. Support the design, development and delivery of other local health development initiatives, projects and programmes that address the health and social needs of children and young people.
6. Contribute to the sustainability of local community infrastructures through the generation of learning materials and educational materials to enrich learning and reinforce messages.
7. Carry out all administrative duties associated with the project, including reporting against outcomes and maintaining participant database.
8. Prepare and maintain accurate records on project data for monthly progress reports and support the project manager with evidence for quarterly moderations and end of year reports.
9. Ensure compliance with all Boys & Girls Clubs (NI) polices with reference to the safeguarding, health and safety, equal opportunities, and communication policies.
10. As Boys & Girls Clubs is a growing organisation, the detail of your daily tasks will inevitably change over time. Please note that while all efforts are made to include the main responsibilities, you may, from time to time be required to undertake activities of a similar nature that fall within your capabilities as directed by the management.

**5.0 PERSON SPECIFICATION**

**5.1** **Eligibility Criteria**

1. **Education experience:**

A recognised qualification in a health-related discipline, community youth work or related social science, with 1 years’ experience of working in the field of youth work in a paid capacity.

Or

2 years’ experience of working in the field of youth work in a paid capacity.

1. **Experience & Knowledge:**

2 years’ experience of designing and delivering programmes and activities to meet the emotional wellbeing needs of children and young people.

2 years’ experience of delivering and reporting against contracted outcomes and working to deadlines.

A good understanding of the challenges that children & young people experience and the intervention services available.

A good understanding of the DE Emotional Health & Wellbeing Framework.

1. **Skills and abilities:**

Knowledge of ICT with proficiency in the use of Microsoft Office packages and digital platforms.

Proven track record of implementing and maintaining monitoring and evaluation processes and producing reports in a timely manner.

**5.2** **Short listing Criteria**

(i) After eligibility sift, should it become necessary to short-list candidates to go forward for interview, the following short-listing criteria will be applied:

(ii) The eligibility criteria at section 5.1, one at a time and in the order listed (i.e., 5.1 (I) to 5.1 (III) incrementally increased - to two years’ experience gained within the last three years and so forth).

**Please Note:**

**Only those applicants, who appear, from the available information as provided, to be most suitable, in terms of relevant skills, experience and ability will be invited to interview. It is therefore essential that you fully describe in your CV how you meet the experience and qualities sought. It is not appropriate simply to list the various posts that you have held. Assumptions will not be made from the title of posting(s) as to the skills and experience you may or may not have gained.** **Submitted CVs that do not provide the necessary detailed information in relation to each of the stated criteria will be** **rejected.**

**Please submit CV alongside Equality of Opportunity Monitoring Questionnaire & Disclosure of Criminal Convictions Form to** [**post@boysandgirlsclubs.net**](mailto:post@boysandgirlsclubs.net)

**Declaration of Criminal Convictions and Monitoring Questionnaire**

Is there any reason why you cannot work with children or young people? **Yes / No** (please underline your response).

In compliance with our policy and current legislation, applicants must fully complete the attached forms and return in a separate sealed envelope:

[1] Declaration of Criminal Convictions

[2] Monitoring Questionnaire - Equality of Opportunity

**Reference**

All offers of employment are subject to receipt of satisfactory written references. Please provide the names, telephone numbers, addresses and email addresses of two referees, one of whom should be your present or most recent employer/line manager, and one who knows/has known you in a work capacity and can comment on your suitability for this post.

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| **First Referee**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Second Referee**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Declaration**

I declare that the information provided in this Application Form is, to the best of my knowledge,

True and complete.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_ \_ / \_ \_ / \_ \_ \_ \_

**4b. DISCLOSURE OF CRIMINAL CONVICTION**

Please read this information carefully.

**Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STATEMENT OF NON-DISCRIMINATION**

Boys & Girls Clubsis committed to equal opportunity for all job applicants, including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the role. Any disclosure will be seen in the context of the criteria of the role, the nature of the offence and the responsibility for the care of children and young people, volunteers and employees. **Applicants are required to declare any convictions, cautions, reprimands and final warnings not protected by legislation.**

**ADVICE TO APPLICANTS**

The disclosure of a criminal record or other information will not debar you from registration or appointment unless Boys & Girls Clubs considers that the conviction renders you unsuitable. In making this decision Boys & Girls Clubs will consider the nature of the offence, how long ago it was committed, your age at that time and other factors which may be relevant. This information will be verified through an appropriate AccessNI Enhanced Disclosure check. If you have received a formal caution or are currently facing prosecution for a criminal offence you should also bring this to our attention given the “exempted” nature of the role.

Please complete and sign this Declaration Form (below) accurately and return this with your application form. An arrangement may be made with you to discuss any convictions if clarification is required.

**Thanking you in advance for your co-operation.**

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| **DECLARATION**  **Do you have any convictions that are not “protected” as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979, as amended in 2014?**  **Yes**  **No**  If ‘Yes’, please state the nature, date(s) and sentence of the offence(s) and provide any other information youfeel may be of relevance, such as**:** the circumstances of the offence/incident; any relevant developments in your situation since; and whether or not you feel the conviction has relevance to this post. (Please continue on an additional separate page if required.)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I declare that any and all answers provided herein are complete and correct to the best of my knowledge and I have informed Boys & Girls Clubs' Monitoring Officer in writing of any pending future convictions. I understand that I have applied for a role which is a Regulated Activity Position as defined by the Safeguarding Vulnerable Groups (NI) Order 2007 (as amended by the Protection of Freedom Act 2012) and which also falls within the definition of an “exempted” position as provided for by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979 (as amended in 2014).  **I give my consent for an AccessNI\* check to take place and for this information to be shared only with relevant persons nominated as part of Boys & Girls Clubs' risk assessment and appointment procedures.**  **(Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_ \_ / \_ \_ / \_ \_ \_ \_** |

\* Boys & Girls Clubs complies with the AccessNI Code of Practice. Further information is available at

[www.boysandgirlsclubs.net](http://www.cypni.net) and [www.accessni.gov.uk](http://www.accessni.gov.uk)

4c. MONITORING QUESTIONNAIRE - EQUALITY OF OPPORTUNITY

**Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Ref: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_ \_ / \_ \_ / \_ \_ \_ \_**

Boys & Girls Clubs is committed to equality of opportunity in employment and aims to select and employ the best person for each post. All job applicants and employees shall receive equal treatment regardless of gender, marital status, age, disability, socio-economic circumstances, health, sexuality, religious or political belief, colour, race and ethnic or national origin.

We will encourage positive attitudes and behaviour towards groups and individuals and will strive to eradicate prejudice and discrimination by promoting equality of opportunity in all areas of our work and organisational structure.

To demonstrate our commitment to equality in employment we need to monitor the community background of all employees and job applicants as required by the Fair Employment and Treatment (Northern Ireland) Order 1998.

Regardless of whether we practice religion, most of us in Northern Ireland are perceived as either Catholic or Protestant. We are therefore required to ask you to indicate your community background by ticking the appropriate box below.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DECLARATION**  *I am a member of the Catholic community* I am a member of the Protestant community I am a member of neither the Protestant nor *the Catholic community*  Please indicate whether you are: *Female*  *Male*  Date of Birth: \_\_ /\_\_ / \_\_\_\_  **ETHNIC ORIGIN** **(please tick appropriate box.)**   |  |  |  | | --- | --- | --- | | **Bangladeshi** | **Black African** | **Black Caribbean** | | **Black/Other** | **Chinese** | **Indian** | | **Pakistani** | **White** | **Other (Please specify):** |   N.B. If you do not complete this questionnaire and return it with your Application Form, we will be unable to process your application to the next stage of the selection process.  **\*\* This form will be separated from your Application Form and will not be seen by the selection panel.**  **Thanking you in advance for your completed and signed Application Form (4a) b) & c)** |