

Information for Applicants

Job title: Youth and Community Worker

Contract: Fixed term (until December 2023)

Hours: 22.5 hours a week

Salary: Pro rata £12,055.20 (FTE £20,092.00)

Additional Benefits:

- A pension contribution of 6%
- Annual Holiday entitlement of 28 days FTE (4 weeks plus 8 bank holidays)
- Additional 6 days (FTE) at Christmas – specific dates confirmed each year dependent on when the Christmas period falls and business needs
- Length of service increments (holidays)

Location

- West Cumbria – This role includes remote working in West Cumbria with outreach work in Workington, Whitehaven, and rural areas of West Cumbria.
- You may be expected to travel around all People First offices and areas of work as required.
- People First is predominantly an office-based organisation, however some posts may offer an element of home working depending on the job and distance/commute from the closest office. If home working may be applicable to this post, it will be identified in the information below under the section – **The Person**

Driving

- A current driving licence and access to own transport is required for this role.
- This post requires you to have the appropriate ‘business use’ insurance in place as occasional business use of your car is required to carry out tasks, such as (but not limited to) the following:
 - travel to customer or business meetings
 - running business errands during the day
 - travel between different People First business sites
 - transporting colleagues/volunteers/members/customers or business contacts, for example, to business meetings, AGM, or self advocacy groups



- making deliveries or collections
- carrying extra equipment

Who we are

People First Independent Advocacy is a registered charity and company limited by guarantee, providing a wide range of support and information services across the North of England, aimed at helping people to live informed, respected, healthy and fulfilled lives. We have been delivering services for 30 years and have a deep understanding of our communities and the unique challenges they bring. We also deliver People First Services, a registered charity, the object of which is the relief of people with a learning difficulty. Our Head office is based in Carlisle, supported by offices in Barrow and Leyland.

The Department

The Journeys project forms part of People First's Education, Research and Inclusion Department. Education, Research and Inclusion, hosts a number of projects focussed on education, personal development and inclusion.

Journeys

'Journeys' is a 2-year West Cumbria focused project funded by Children in Need and is accessible for young people aged 10–18 with learning difficulties and/or autism.

The project will support young people with learning difficulties and/or autism, to transition through different phases of life.

Young people face and embark on a range of transitions (referred to as journeys) as they travel through childhood and teenage years into adulthood.

Types of journeys young people experience include: school to employment; pandemic to 'normality'; through puberty to adulthood; and self-discovery. These transitions can be daunting and challenging.

In your role as a youth worker, through a range of interventions including face to face and remote workshops and activities and 1 to 1 conversations, you will support young people to identify, plan and prepare for these journeys.

Self Advocacy Groups

Part of this role involves supporting young people to join People First's Self Advocacy Groups. You will do this by assisting with the development and facilitation of these groups.

Self advocacy is the ability to speak up for yourself and the things that are important to you. It is about knowing your rights and responsibilities and making choices and decisions that affect your life.



Our self advocacy groups are opportunities for people to meet in a friendly and safe environment, learn how to speak up for themselves and about a range of topics.

The Person –

We are seeking a highly motivated, creative and tech savvy individual who is confident in both their interpersonal and digital skills and abilities. You must be passionate about supporting young people to live their best life.

The Education Research and Inclusion team department is vibrant with lots going on. We need a flexible team player who can adapt to changes swiftly, think on their feet and is happy to support other parts of the department as and when necessary.

This post is predominantly remote/working from home (in West Cumbria) but your assigned office would be Carlisle. You would be expected to work from the Carlisle office once a fortnight and to the Carlisle office on set days for events such as operations meetings and supervision.

Qualifications

- Minimum – NVQ/VRQ Level 3
- Preferable – qualifications in Youth and Community Work, Teaching, Health or Childcare.

Skills, Knowledge and Experience

- Experience of working with young people with learning difficulties and/or autism.
- The ability to create, plan and run activities and workshops that meet specific objectives.
- A good level of IT skills and the ability to use a range of digital platforms including Microsoft Teams, ZOOM and social media platforms.
- The ability to teach others how to use a range of digital platforms.
- The ability to record, analyse and evaluate data accurately.
- Experience in networking and promoting through social media.
- Experience in recruiting, engaging and retaining people in activities and events.
- Good knowledge of the West Cumbria area and relevant organisations such as schools, youth clubs and service providers.
- Experience of working collaboratively with other relevant service providers.
- A commitment to equal opportunities and anti-discriminatory practice.
- Full driving licence and own transport and willing to travel across the County.

Desirable requirements:

- Qualification in an activity relevant to the Youth and Community Work sector.
- Experience of collaborating in partnership working.
- Knowledge of services and opportunities for young people in North and West Cumbria.
- Knowledge of policy and guidance regarding children and young adults.
- Willingness to undertake training including First Aid if required.

Duties will include:

- To plan, book, design and run a range of face to face and remote interventions, including activities, workshops and one to one support, linked to the project outcomes.

- Designing and running workshops which link to specific journeys (for example gaining employment or building relationships). Workshops will be informative, interactive and discussion based.
- Designing and running activities, including social, sport & health and educational focused, which link to and support transition to different stages of life. Activities will provide 'tasters' into some of life's opportunities for young people to 'test out'.
- Offering relevant information, advice and support to young people and their families in group and one to one settings.
- Recruiting young people to engage in the project.
- Ensuring that parents/carers receive regular, positive and helpful feedback on their child/young person's activities.
- Writing reports and gathering data for monitoring purposes.
- Offering Ad-Hoc support to an Expert by Experience youth worker (a person with learning difficulties and/or autism), to carry out their role (up to 7.5 hours a week).
- Supporting the project coordinator in the development of the project.
- Supporting young people to transition from Journeys to People First's Self Advocacy Groups.
- Ensuring the safety of children, young people and adults involved in all projects in line with People First's safeguarding policies and procedures, with support from the safeguarding lead.
- Supporting the facilitation of Self Advocacy Groups.
- Adhering to People First's published policies and procedures.

Other Duties

The duties outlined above are not intended to be exhaustive and may change as the needs of the organisation alter in line with current agendas. Due to the developing nature of our organisation, we require staff to remain highly flexible in their approach, and work to meet the changing needs of the projects.

The Appointment –

Applications should include:

- completed application forms A & B
- the supporting information should be no longer than 2 sides of A4

People First is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo a DBS check and any other safeguarding checks as appropriate to the post. The appointment will be subject to the satisfactory outcome of these checks.

One referee should be the applicant's current or most recent employer. Please note that references will not be accepted from relatives or from people writing solely in the capacity of friends. References will be sought on the successful candidate following the interview process however; we may approach previous employers for information to verify particular experience or qualifications, prior to interview. The appointment will be subject to the receipt of satisfactory references.



All candidates invited to interview must bring documents confirming any educational and professional qualifications referred to in their application form. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. Where the successful candidate has worked or been resident overseas in the past five years, we will carry out such checks and confirmations as may be required in accordance with statutory guidelines.

All candidates invited to interview must also bring with them:

- A current passport (if you do not hold a current passport, or you do not hold a British passport, then further evidence will be required as proof of the right to work in the UK)
- Driving Licence – photocard
- Official documentation evidencing your current address (e.g. utility bill, bank statement)
- Where appropriate, any documentation evidencing a change of name (e.g. marriage certificate)
- **COVID** – Due to the nature of our work, People First requires all staff to have had a double covid vaccine. Please bring with you proof of vaccination.

All applications should be clearly marked:

Confidential – Youth Worker Post

And emailed to recruitment@wearepeoplefirst.co.uk for the attention of Mr Barry Munro-Berry

To arrive no later than 9.00am, Monday 15th November.