



Recruitment Pack

Splash Youth Support Worker

Job Title: Splash Youth Support Worker

Hours: 36.5 hours per week

Salary: £25, 694 gross per annum plus 7% employers pension contribution

Location: Office base in Devizes, county-wide programme delivery, including 1:1 outreach and group work sessions.

Contract: Permanent

This recruitment pack contains:

- Information about the role
- Job description
- Person specification
- Self-Disclosure Form

To apply for the role, please complete the application form and return to Nicky Theobald by email: ntheobald@communityfirst.org.uk or by post: Community First, Unit C2 Beacon Business Centre, Hopton Park, Devizes, SN10 2EY

Application Deadline

We do not have a closing date for this role and will instead review applications as and when received.

Community First is an equal opportunities employer.

About the Role

Splash Youth Support Worker

Hours: 36.5 hours per week

Salary: £26, 694 gross per annum plus 7% employers pension contribution

Location: Office base in Devizes, county-wide programme delivery, including 1:1 outreach and group work sessions

Supervisor: Targeted Youth Support Services Manager

The role focuses on providing practical and emotional support for young victims of crime in Wiltshire and Swindon aged 5-18 years, enabling them to cope and recover from their experience of crime, through increased confidence, self-esteem and resilience.

You will have experience of successfully delivering one-to-one and group work support for young people. Be creative, adaptable, with strong interpersonal skills and able to work effectively both independently and as part of a team.

The role will include regular evening, weekend and school holiday working.

Community First follows Safer Recruitment policies. Due to the nature of the work, this role is subject to an Enhanced DBS, along with relevant background checks, references, a probationary period, and completion of mandatory training requirements.

If you would like to find out more about this position, please contact Steve Crawley Head of Youth Action Wiltshire Email: steve@youthactionwiltshire.org or phone: 01380 729183 or 07818077764.

Closing date: We do not have a closing date for this role and will instead review applications as and when they are received.

To download an application form for this post, please visit www.communityfirst.org.uk/vacancies
Please note we are unable to accept CVs for this position.

Please contact us if you would like a hard copy application form, or if you require any assistance in applying for this post.

Please send completed application forms to Nicky Theobald, Premises and Business Support Manager at ntheobald@communityfirst.org.uk. The application form can be found on our website at: www.communityfirst.org.uk/vacancies.

Community First is an equal opportunities employer. Registered Charity No. 288117.

Job Description

Job Title

Job Title	Splash Youth Support Worker
Salary Grade	£25,694 pay scale 460
Hours	36.5 hrs per week, including regular evening and weekend work
Location	Office base in Devizes, county wide programme delivery including 1:1 outreach and group work sessions
Supervisor	Targeted Youth Support Services Manager

Job Purpose

To provide practical and emotional support for young victims of crime in Wiltshire and Swindon aged 5-18 years, enabling them to cope and recover from their experience of crime, through increased confidence, self-esteem and resilience.

Main Responsibilities

1. Process referrals into the service in line with all requirements in a timely fashion.
2. Manage a case load of young victims and witnesses of crime who are referred into Splash and advocate on behalf of them and their families.
3. Carry out needs assessments with young people, working with them to create and review individual support plans and enable them to address through service provision the challenges they are facing.
4. Organise and deliver a range of 1:1 support including coaching and mentoring programmes and 'time to talk' sessions which engage and support young people to effectively tackle and overcome challenges in their lives and cope and recover from their experience of crime.
5. Provide Youth Worker support on a range of group work activities and accredited courses. Manage groups of young people and be responsible for their care while participating in the Splash 'service offer' including residential projects.
6. Lead a range of group work activities including, team building and problem-solving sessions.
7. Work with the Targeted Youth Support Services Manager to organise group work programmes including; Webinars, club session and school/college holiday provision.
8. Maintain a comprehensive knowledge of external provision in order to provide information, advice and guidance, transition support and access to other services and agencies when appropriate for young people and families
9. Organise and provide transport for young people to and from activities and 1:1 support sessions as required.

10. Support the development of our young people's voice groups and the ongoing development of Peer Mentors, Young Listeners, Young Leaders and Ambassadors.
11. Foster a young person-centred approach at all times, ensuring there is no discrimination or bullying.
12. Provide assistance in meeting all administrative responsibilities within the post holder's area of work, including the accurate maintenance of case files.
13. Support the risk assessment of all activities using the appropriate forms and process and ensure the safety of young people whilst on activities.
14. Adhere to all organisational policies including Health and Safety, Home Visits, Lone Working, Safeguarding, Data Protection.
15. Maintain existing and establish new local and strategic partnerships which support the development of services for young people, increasing the reach of our overall work.
16. Maintain provider relationships and develop strong partnerships to generate referrals, funding and new activity.
17. Contribute to our Self- Assessment and Review process (SAR) and curriculum compliance requirements.
18. Ensure case work and MIS data is recorded accurately and in a timely fashion (currently Views and Cascade).

General Duties

The post-holder will contribute to achieving the overall mission of Community First.

- Budget holders assume financial responsibility for their own operational budget. Non-budget holders ensure expenditure is necessary and within budget constraints.
- Participate in the team working approach of Community First
- Take responsibility for their own development, inform the line manager of any development needs and take part in agreed development activities
- Work within the agreed policies and procedures of Community First
- Carry out such other general duties as shall be determined by the Chief Executive. Support other members of staff as required by the workload and by absences due to leave, sickness etc.
- Ensure that office and buildings security is maintained, data protection is adhered to, and confidences not breached.
- Promote an alert approach to Health and Safety at Work matters and maintain compliance with the terms of the Hopton Fire Certificate.

Community First is committed to Safe Recruitment and Equal Opportunities and the post holder is expected to be familiar with the Equal Opportunities Policy and the Dignity at Work Policy and to complete their duties in a manner consistent with this policy.

This job description does not form part of the contract of employment but indicates how the contract should be performed. The job description will be subject to review and amendment in the light of experience and in consultation with the post as part of the annual appraisal process. The responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re- evaluation.

Community First follows Safer Recruitment polices. Due to the nature of the work, this role is subject to an Enhanced DBS, along with relevant background checks, references, a probationary period, and completion of mandatory training requirements.

Person Specification

Splash Youth Support Worker

Skills, Knowledge & Experience (Creativity, problem solving skills & interpersonal skills)	
Essential	Desirable
<ul style="list-style-type: none"> • A strong track record of organising and delivering 1:1 support for young people • A strong track record of organising and delivering group work activities for young people • Able to work effectively with young people facing challenges in their lives • Experience and understanding of risk assessment and safe working practices • Strong understanding of issues relating to vulnerable young people and commitment to supporting them to overcome challenges and reach their full potential • Experience of data collection, analysis and report writing • Ability to meet deadlines and manage own workload • Ability to work flexible hours • Able to supervise, motivate and inspire groups of and individual young people • Ability to relate to and inspire young people • Experience of an office environment • Full, valid driving licence and the ability to travel around the county for meetings and to transport young people to activities. A willingness to drive charity vehicles including minibuses 	<ul style="list-style-type: none"> • A level 3 qualification in youth work or related subject • Tutor training related qualifications • Marketing skills able to creatively present information and outcomes • Understanding of local and national youth policy • Experience of leading or supporting the delivery of accredited youth programmes • MIDAS trained and experienced in driving a minibus.

Resource Management (Assets, finances etc.)	
Essential	Desirable
<p>Commitment to maximising available resources to support young people to overcome challenges and progress</p>	

Self Disclosure Form – Standard or Enhanced Check

Name:

Previous name(s):

Address with
postcode:

Telephone number:

Date of Birth

Criminal Record Declaration

The role is exempt from the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales or the Rehabilitation of Offenders (Northern Ireland) Order 1978. You are therefore required to declare all unspent convictions and conditional cautions and all spent convictions and adult cautions that are not protected (i.e. eligible to be filtered).

> [Find out more about unspent convictions from the criminal justice charity Nacro](#)

Do you have any unspent conditional cautions or convictions in the UK or overseas? Yes No

If yes, please provide further information:

Continues on next page

Do you have any spent adult cautions (simple or conditional) or convictions in the UK Yes No or overseas that are not protected (i.e. eligible to be filtered) as defined by the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales or the Rehabilitation of Offenders (Northern Ireland) Order 1978?

If yes, please provide further information:

Barred List Declaration

If this role has been defined as regulated activity or work it will also be subject to an enhanced with barred list check in England, Northern Ireland and Wales or checks under the Protecting Vulnerable Groups scheme in Scotland.

It is a criminal offence to apply for or accept a position working with children if you have been barred from/listed as unsuitable to engage in regulated activity/work with children.

Are you included on the list of people barred from/listed as unsuitable to engage in regulated activity/work with children? Yes No

If yes, please provide further information:

If you are not currently barred from working with children, have you been referred to the Disclosure and Baring Service (DBS) or Disclosure Scotland for consideration to be added to one of the lists? Yes No

If yes, please provide further information:

Conduct Declaration

Have you ever been known to any children’s services department or police as being a **Yes** **No** risk or potential risk to children?

If yes, please provide further information:

Have you ever been dismissed for misconduct from any paid or voluntary position **Yes** **No** previously held by you?

If yes, please provide further information:

Have you ever been under investigation for or subject to any disciplinary sanctions in relation to your conduct at the time of your employment?

Yes No N/A

If yes, please provide further information:

Have you ever been subject to any sanctions being placed on your professional registration, by a regulatory or licencing body in any country? (as applicable)

Yes No N/A

Sanctions may include: Warnings, conditions, limitations, suspensions removal or any other restrictions that may have applied to your professional registration.

If yes, please provide further information:

Please sign the declaration on the next page

Confirmation of Declaration

Tick boxes below to confirm:

- I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.
- In accordance with the organisation's procedures if required I agree to provide a valid criminal record certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
- I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
- I understand that the information contained on this form, the results of the criminal record check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children

By signing below, I confirm that the information I have provided on this form (or attached) is accurate. I understand that this information will not necessarily prevent me from being employed or appointed in the role above, and that I will be given an opportunity to discuss any concerns you might have before you make a final decision on my suitability for the role.

Signature of candidate:

Print Name:

Date:

Please return in a sealed envelope marked confidential to the Business and Premises Support Manager or email Ntheobold@communityfirst.org.uk