

Information for Applicants

Job title: Youth and Community Worker

Contract: 30 hours a week fixed term contract until 30th Sept 2021

Salary: £19,680 FTE

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

- The main Cumbria office base is in Carlisle but this post will include some outreach work in West Cumbria (remote during Covid restrictions).
- You will be expected to travel around all PF offices and areas of work as required

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 Lancashire as well as staff working across remotely across West Cumbria.



The Department

The Department, Education, Research and Inclusion, hosts a number of projects focussed on education, personal development and inclusion.

Talk-Active is a project funded by Children in Need that, through a range of activities and workshops, supports young people with learning difficulties and/or autism to develop key skills and knowledge around 6 domains of life (healthy life, safe life, expressive life, future life, skills for life and relationships). The project also aims to support young people to become better Self Advocates, to recognise and demonstrate their skills/strengths and to experience success.

You will support teams of young people with learning difficulties and /or autism and peer supporters from urban and rural Cumbria to take part in a range of activities. You will engage in “crucial conversations” to support effective preparation for adulthood, personal development and enhanced well-being. This post includes some evening and weekend work.

Part of this role will involve developing and facilitating Self Advocacy Groups for people with learning difficulties. 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 person who has experience in working with young people and is passionate about supporting people to prepare for different stages of their life.

You will work closely with the Education, Research and Inclusion team at People First contributing to the wider organisation as time allows.

We need a flexible team player who can adapt to change swiftly and think on their feet.

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 people with learning difficulties and /or autism.
- Experience of using different methods of communication.
- Ability to plan and run activities and workshops to meet objectives and monitor performance.
- Experience in networking and promoting through social media.
- 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 West Cumbria.
- Knowledge of policy and guidance regarding children and young adults.



- Willingness to undertake training including First Aid if required.

Duties will include:

- Ensuring the safety of Children, Young People and adults involved in all projects in line with People First safeguarding policies and procedures, with support from the safeguarding lead.
- Recruiting young people and adults to engage in the projects.
- Supporting and facilitating activities, drop ins and workshops both locally and county wide.
- Supporting the project coordinator in the development of 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.
- Supporting young people in transitioning from Talk-Active to People First Self Advocacy Groups.
- 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 must 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)

All applications should be clearly marked:

Confidential –Youth and Community Worker

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

To arrive no later than 9.00am on Monday 19th October