

YOUTH WORK ASSISTANT

Candidate Information Pack



WELCOME

Thank you for your interest in the position of Youth Work Assisnatnt working from our facilities in Jedburgh, Kelso and surrounding local areas.

If you would like to have a chat about this position, then please ring Ian Rendall Reid on **07958 277766**

The deadline for completed applications is **Friday 9th June 2023 at 12pm.**

Shortlisting will take place and candidates will be notified by email by **5pm on Friday the 9th of June**

The interviews will take place on **Tuesday 13th June 2023** in person at our Kelso offices. I wish you every success with your application.

Kind regards
Ian Rendall Reid
General Manager

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ABOUT

Cheviot Youth works with children, families and community to help and support them develop skills, gain experience, access opportunities for personal growth and provide challenges that test and inspire. We do this in a safe, accessible and positive environment through a number of drop-ins offering a wide range of activities, events, workshops and projects.

Increasingly working in collaboration and partnership with agencies drawn from education, health, police, social work and the voluntary sector we provide a comprehensive programme that is directed by the needs and wishes of the service user through community consultation, forums and partnerships with statutory departments, third sector voluntary groups and charities. Our projects are guided by local, regional and national policy and the needs and demands of our users who are heavily involved in the development and ongoing progress of all projects.

In working in such a collaborative way we aim to deliver a democratic model of service user led work that supports and assists young people, young adults and parents through life changes, training, mentoring and supported employment opportunities.

Formed in 2011 Cheviot Youth are run by a Board of Trustees who employ a Manager with responsibility for all operational matters; working with up to 160 young people in any given week with a staff team of 13 with three more posts presently being recruited. We work in both Jedburgh and Kelso at our Hubs and in the villages of Ancrum, Stichill & Yetholm where youth clubs are run.

We are a Volunteer Friendly Award and Scottish Living Wage employer with 28 volunteers supporting our work with children, young people and young adults. Through our three divisions we manage a community café, a digital media project, a mental health and well-being service and a Training, Employability and Advice service alongside a number of smaller time limited programmes, workshops and events.

VISION

Young people at the very centre of all we do.

Cheviot Youth aim to provide the highest level of support and guidance to facilitate the growth of young people from dependency to one of interdependence; supporting their personal, emotional, and social development and ensuring their voice, influence and place within their community and society is heard and recognised.

Working to achieve our vision through

Emotional Well-Being and Mental Health Support Services

This three-town service offers a range of educational, emotional well-being and mental health support programmes for children, young people, and family members. A team of qualified practitioners use a number of counselling and cognitive behavioural therapy techniques to support young people with presenting problems such as anxiety, disruptive behaviour, exam stress, self-harm, eating disorders and suicidality

Youth Work Services

Based in our Jedburgh and Kelso Hubs our services support children and young people aged 8 to 25 years to be confident, healthy, happy, resilient, and active participants within their community. We do this by providing support and resources to our hubs and rural youth clubs to deliver a high quality and wide-ranging portfolio of programmes, projects, and workshops.

Training, Employability and Advice Services

Based in both Jedburgh and Kelso Hubs this service offers opportunities and support to all young people looking forward to entering the world of work. The service is based on the needs of each young person offering a yearlong programme of training, advice sessions, access to a job club, volunteering, college placement and supported employment.

GENERAL ROLE

POST TITLE: Youth Work Assistant

LOCATION: Kelso Hub/Jedburgh Hub

RESPONSIBLE TO: Manager

HOURS: 6 hours per week

The Youth Work Assistant will support the day to day running, development and evaluation of the Jedburgh & Kelso Hub Youth Work Services in an efficient and effective manner. In doing so they will work closely with the staff team, Senior Youth Worker and outside agencies to ensure the best possible service is delivered.

Main responsibilities for this role will involve the support and development of Cheviot Youth Work Services: the drop-in sessions, youth clubs, group work, holiday programme and occasional one to one work with young people based around issues affecting young people. The post holder will also be expected to involve themselves in the monitoring and evaluation of all work and the collection of information.

PRINCIPAL DUTIES

- To work directly with young people to support their personal and social development, improve emotional well-being and resilience and reduce barriers to access positive life choices, learning and employment and personal well-being.
- To engage and support young people through encouraging their participation in the drop-ins/club, special projects, and their community.
- To assist in the delivery, promotion and development of the Jedburgh and Kelso Youth Work Services. To create high quality youth work opportunities for young people aged 8 to 25 years old.
- To provide informal information sessions and activities on topics of concern to young people.
- To assist in the training and support of young people where appropriate paying special attention to skills development, accreditation and leadership. This is particularly in relation to: Youth based issues, Youth Achievement/Dynamic/Hi5 awards and other youth related initiatives.
- To use and help maintain a network of advice and referral organisations to allow young people to access the appropriate service/s and to maximise their opportunities.
- Ensure that all information systems, monitoring and evaluation work and information collection are dealt with in an efficient and professional manner in accordance with Cheviot Youth policies and practice.
- To assist the staff team in Jedburgh and Kelso hubs to engage with young people and deliver youth work programmes with measurable outcomes.
- To maintain accurate and up to date information systems on all aspects of work.
- To contribute to regular Cheviot Youth team meetings and other meetings where appropriate.
- To attend all Cheviot Youth Jedburgh and Kelso Hub's review and planning meetings.

PRINCIPAL DUTIES

- To fulfil Cheviot Youth requirements in relation to receiving training and good practice development
- To participate in the planning and delivery of holiday programmes
- To demonstrate a genuine commitment to youth work principles and values.
- To participate in the PVG scheme

ADDITIONAL REQUIREMENTS

- To observe all Health & Safety requirements
- To observe and work within the Cheviot Youth policy and procedure framework.
- The post holder will receive regular recorded supervision sessions from the Manager.
- The post holder will be expected to undertake any additional and appropriate functions as required by Cheviot Youth Board of Trustees.

PERSON SPECIFICATION

POST TITLE: Youth Work Assistant

OFFICE: The Jedburgh & Kelso Hub

LOCATION: Jedburgh & Kelso

EDUCATION/QUALIFICATIONS

Desirable:

- Good standard of education.

EXPERIENCE

Essential:

- Experience and skills in one or more of the following fields Physical Activity, Music, Film, Art, Catering and Well-Being.
- Building positive relationships with young people

Desirable:

- Experience of working with young people and/or groups in a variety of settings
- Experience of the delivery of a range of programmes and activities to young people
- Experience of working with community/voluntary organisations
- Experience of the role of volunteer programmes in charity, community or not for profit organisations.
- Experience in monitoring and reviewing projects.

SKILLS AND KNOWLEDGE

Essential:

- Motivation to work with young people.
- Ability to initiate, develop and sustain effective relationships with young people.
- Ability to form and maintain appropriate relationships and personal boundaries with young people.
- Ability to create a supportive, safe and fun environment for young people.

- Effective time management with the ability to work under pressure.
- Ability to work as part of a team and independently.
- Excellent organisational skills
- Good IT skills

Desirable:

- An up-to-date knowledge of issues that affect young people.
- An awareness and understanding of setting clear aims and objectives associated with youth service development.
- Experience of developing community-based activities
- Aware of best practice guidelines
- Experience and understanding of monitoring and evaluation.

PERSONAL ATTRIBUTES

Essential:

- Good communication and inter-personal skills
- Ability to motivate individuals and groups and inspire their confidence and trust.
- A tactful and diplomatic approach to dealing with sensitive and confidential information.
- Ability to establish professional, effective relationships a range of service partners, colleagues and young people.
- Enthusiasm, commitment, and stamina
- A flexible approach to working.
- A sense of humour

Desirable:

- Experience of working as a member of a team

OTHER

Essential:

- This post necessitates daytime, evening, and occasional weekend work.
- Willing to travel regionally as appropriate.
- Willingness to participate in training in relation to the position and Cheviot Youth developments.

HOW TO COMPLETE YOUR APPLICATION FORM

The application form has been designed to ensure that we do not ask for any unnecessary information which may suggest discrimination.

Please complete the form as fully and as clearly as you can using black ink to assist in photocopying. If you need additional space for any section, continue on a separate A4 sheet. Please ensure that any such sheets are clearly marked with the section to which they refer and your initials and surname.

PERSONAL DETAILS

- Please note that only your surname is required in full. Give only the initials of your first names. This ensures that staff dealing with applications are not aware of the gender of applicants.

EDUCATION AND TRAINING

- Please give us enough details to assess your attainments in relation to the post for which you are applying. We may wish to see any certificates or qualifications you hold. We will ask you to bring them if you are invited to attend for interview.
- **Employment record:** This section asks about your work experience. Please give as much detail as you feel gives us an accurate picture, both about the type of work you are/were doing and the responsibilities you have had. Please start with the most recent, supplying exact dates where possible. Continue on a separate sheet if necessary.
- **Supplementary Information:** Please detail any further experience or information relevant to the post for which you are applying, bearing in mind the information you have been given about the post. Continue on a separate sheet if necessary.
- **References:** References will only be taken up when an offer of employment has been made. On the receipt of satisfactory references a date for commencement of employment will be made.

General Information: You are asked about your health. Information provided will be considered in relation to the requirements of the post for which you are applying. A medical condition will not preclude you from consideration. If short listed you will be required to complete a confidential health questionnaire. You are asked to tell us if you are currently eligible for employment in the UK. This is so that we can ensure compliance with the Asylum and Immigration Act 1996 which requires organisations to ensure individuals to whom they are offering employment have permission to work in the UK e.g. they hold a British passport/birth certificate/work permit etc. If appointed you will be required to produce such evidence.

Rehabilitation of Offenders Act 1974: The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 provides that the Act does not apply to certain professions and types of employment. If this is the case of the post for which you are applying you must complete the relevant form which will be given to you, declaring all convictions, "spent" or otherwise. Successful candidates will require a satisfactory Enhanced Disclosure Certificate issued by the Scottish Criminal Records Office.



Children • Families • Community

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<https://www.cheviotyouth.org/>

