



“encouraging young people to empower themselves!”

RECRUITMENT & INFORMATION PACK

Sessional Workers

Produced by Personnel
June 2021

YAI43– Recruitment & Info Pack

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JOB DESCRIPTION

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The information in this Job Description is intended to provide both post holder and management with an understanding and appreciation of the workload of this particular job and its role within the organisation.

The Job Description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

POST TITLE	Sessional Workers
Responsible to	Operations Manager
Salary Range	Salary: £8.50 - £10.00 per hour. Fixed term contract, renewable annually, dependant upon review and funding.
Prime objectives of post	To support the Youth Empowerment Project Team in delivering a range of community projects over the summer holiday period. To recruit and support local young people; facilitate training and support this community based project.
Hours	Flexible hours. Evenings and some weekend working required.
Supervisory responsibility	None
Supervision received	Provided by the Operations Manager
Location of post	Primarily in Blackburn, though may require some work in other venues.
Range of Decision-making	Day to day decision-making over the main tasks of the project(s), project strategy and direction involved is within the remit of the post holder, subject to agreement with Line Manager.
Responsibility for Assets	None
Contacts	Young people and their families/carers. Volunteers.

Range of Duties	<ol style="list-style-type: none">1. Recruiting young people, development of individual development plan, ongoing monitoring and support. Also conducting induction.2. Implementation and delivery of a training programme and events3. To manage information in accordance with information sharing protocols and data protection4. To liaise with young people and their families5. To participate in training relevant to the post, as agreed with your line manager.6. To participate in team meetings, as and when required.7. Assessment and management of risk.8. Ensure efficient usage of the charity's resources.9. Contribute towards quality assurance mechanisms to ensure that YA delivers services and activities of appropriate quality that are responsive to the needs of its members and stakeholders.10. Any other duties as required from time to time by the Youth Action Board of Trustees (or appointed representative), broadly commensurate with the grade of this post.
Flexibility	The post holder will need to work flexibly, which means evening and weekend work.

PERSON SPECIFICATION

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POST TITLE: SESSIONAL WORKERS

Attributes	Essential	Desirable	How Identified
Physical make-up	Able to participate in programmes of work with young people.		Application form, interview and references.
Qualifications	Experience of community level project delivery OR attained a qualification at NVQ level 2 or equivalent level and/or the local qualification in Youth & Community Work, or other relevant qualification/ work history.	Wide range of short courses and proven experience relevant to organisational/ staff/ project development.	From application form.
Experience	<ul style="list-style-type: none"> ○ Experience of community engagement. ○ Experience working with disaffected youths and their families. ○ Managing group work. ○ Co-ordinating community activities. 	Project development.	From application form and at interview.
Training	Willingness to undertake training as required and develop skills.		From application form and at interview.

Attributes	Essential	Desirable	How Identified
Special Knowledge/Skills	<ul style="list-style-type: none"> ○ The ability to self motivate and manage time. ○ Communication skills to engage a wide number of people across communities and cultures. ○ The ability to develop and deliver sessions of work programmes for young people. ○ An understanding of the needs of young people. ○ Demonstrated ability to supervise young people. 	Monitoring and evaluation.	From application form Interview References
Disposition Adjustments/Attitudes	<ul style="list-style-type: none"> ○ Articulate and confident person with the ability to engage and motivate others. ○ The belief in the ability of young people to change their behaviour with appropriate intervention. ○ Commitment to non-oppressive practice. ○ Integrity to work with people with different perspectives. ○ Commitment to equality of opportunity. 	Sense of humour. Interest in activities (e.g. sport, music, art) that may be of interest to young people.	From interview and references
Circumstances	Ability to work evening and weekends.		From application form and interview.

SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

1. Salary & contract: Hours: negotiable. Salary: £8.50 - £10.00 per hour. Fixed term contract, renewable annually dependant upon review and funding.
2. Leave: Subject to hours.
3. Extraneous Duties: Not applicable.
4. Medical: The appointee will be required to complete a pre-employment medical questionnaire and satisfy Youth Action of their medical suitability for the post.
5. Probationary Period: Any officer appointed from outside of Youth Action will be required to serve a probationary period of six months.
6. Criminal Conviction: This post is exempt from the Rehabilitation of Offenders Act 1974. Any offer of employment will be subject to a satisfactory check supplied by the Criminal Records Bureau. The check will include any cautions, reprimands or final warnings as well as convictions. Enhanced CRB checks will be carried out pre-appointment. Failure to declare an unspent conviction may lead to an appointment being terminated.

About us

Background Information

Youth Action is an independent community organisation working with young people aged 8 to 24 years old across Blackburn and Darwen and East Lancashire. Youth Action was established in 2003, and now has over 8,500 youth members – and this list is growing all the time!

Our aims are:

- To offer young people activities, which motivate, educate, makes productive use of time and improves the quality of life for young people in the Community.
- To offer activities which promote self help, empowerment and team work, which strengthens the quality of life for young people and the community as a whole.
- To encourage and assist young people in the area to actively participate in the group activities.
- To enhance multi-cultural understanding and mutual respect
- To promote the views and interests of young people to official agencies and bodies with a view to enabling positive change
- To work with young people to equip them with the skills to be effective leaders in their communities and bring about positive community action

Our specific areas of work are:

- **Action Focused** – through recreational activities designed to bring together all communities in a fun and respectful way which brings about community cohesion and results in healthy living and enjoyment of life.
- **Continued Campaigning** – through representing and developing youth leadership and civic citizenship by engagement in policy formulation and making accessible the jargon that gets in the way of meaningful involvement.
- **Skills Development** – which means that the learning young people do is recognised and allows them to break out of economic disadvantage, achieve more by way of accessing education, employment, training or enterprise or a mixture tailored to individual learning needs to enable everybody to achieve their potential and unique individual talents.

Developing new services:

- Recreational provision
- Strategic support in policy development
- Support in employment, education, training and enterprise development
- Work with migrant and refugee communities
- Support and development to youth mental health issues within the framework of Every Child Matters agenda

SELECTION ARRANGEMENTS

Applications on the standard application form should be submitted to:

workforus@YouthAction.org.uk

Please mark your envelope 'Private'

Closing date for receipt of applications is Friday 2 July 2021 at 4.00pm. Late applications cannot be accepted. We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Would you please note that, in the interests of economy, the receipt of an application is not acknowledged. If you have not been contacted within 28 days of the closing date, you should assume your application has not been successful. You may telephone us if you wish to check on the progress of your application

Interview date: to be confirmed
youth

For further information about this post or for an informal conversation please contact:

Contact: Mohamed Gire, Operations Manager
Tel: 01254 695847
E-mail: hello@YouthAction.org.uk

Further information about us can be found at:

www.YouthAction.org.uk