

External Advertisement

West End Youth Enquiry Service (WEYES)

Sessional Project Workers

Hours as and when required including some evening and weekend work.

Salary Scale NJC Pts 16 - 19
(£16,440 - £17,802) pro rata

Closing date: 30th July 2010

Interview date: To be confirmed



THE REGIONAL CHILDREN'S CHARITY

Registered Charity No. 222041



The West End Youth Enquiry Service (WEYES) offers a range of health and wellbeing services to young people aged 11 – 25 years who live and work in the West End of Newcastle upon Tyne. These services are offered within a confidential, 'young people friendly' safe and accessible community setting.

Sessional workers will need to have experience of working with young people aged 11-25 years who come from varying backgrounds. The work will mainly be centre based, but may also involve outreach work e.g. supporting WEYES training programmes and Newcastle City Council Youth Council work.

For an application pack and further information about Children North East together with all other external vacancies please visit our website www.children-ne.org or email hr.team@children-ne.org
Tel: 0191 256 2444 **Quoting Reference Number HO198**

Our Ref: JC/dw/pers/HR4

Date as postmark

Dear Sir/Madam

POST: SESSIONAL PROJECT WORKER

Thank you for your interest in the above post. I enclose an application form for you to complete, together with some information about our organisation. The job description and person specification are also enclosed in order to assist you in deciding whether or not to apply for the post.

If you consider that you have the attributes we are looking for, please complete all sections of the application form and return it to Denise Hall/Dawn Wilkinson, Administrator by the closing date. Curriculum Vitae will not be accepted as a substitute.

Can you please ensure you have put the correct postage amount on your envelope as new postal rates were introduced on 6th April 2010. We do not collect underpaid postage from the post office.

Up to 100g	1 st class	2 nd class
Letter	41p	32p
Large Letter	66p	51p

Our Equal Opportunities monitoring form is attached to the application form with an explanation about how it will be used. Pages one and two of the application form will be detached by the Administrator before shortlisting.

Due to the number of enquiries received regrettably we are unable to notify unsuccessful applicants. Successful applicants will be informed of interview details no later than one week prior to the interview date specified on the advertisement.

Thank you for your interest.

Jeremy Cripps
CHIEF EXECUTIVE



JOB DESCRIPTION

JOB TITLE: SESSIONAL PROJECT WORKER

PROJECT: WEST END YOUTH ENQUIRY SERVICE (WEYES)

JOB PURPOSE:

- To assist the WEYES Team in the development and delivery of the services for young people aged 11-25 years in the West End of Newcastle.
- To develop the provision of activities at WEYES to engage wider participation of young people from diverse backgrounds.

RESPONSIBLE TO: WEYES Project Manager

ACCOUNTABILITY FOR RESOURCES:

1. To ensure all expenditure allocated to young people's sessions is in line with the agreed budget and recorded according to the procedures of Children North East as identified in the Financial Handbook.
2. The proper use and care of equipment, ensuring that it is maintained in a safe and hygienic condition, reporting to the Project Manager any equipment that is not working correctly.
3. Secure custody and proper use of any monies and materials entrusted to your care.

RELATIONSHIPS:

a) Internal

To develop and maintain appropriate working relationships with all staff and volunteers in the project and across the organisation.

b) External

To develop and maintain appropriate and effective relationships with young people, families and professionals across the area; including a wide range of statutory and voluntary organisations working with young people, especially schools, youth projects and health providers.

MAIN TASKS:

1. To encourage, support and assist young people to access the full range of services and activities available at WEYES.
2. To ensure children & young people's rights are valued and respected, making sure service users inform and influence decision making that brings about change.
3. To work in conjunction with the WEYES team.
4. Provide one to one as well as group work support to meet the needs of young people.
5. To contribute to the delivery of a range of activities for young people, including the delivery of accredited training material.
6. To contribute to the 'drop-in' sessions for young people delivered through WEYES.
7. To link young people to WEYES provision or signpost to appropriate local projects/agencies.
8. To participate in the development of initiatives which enable young people to develop and learn skills, knowledge and attitudes that enable them to make informed choices about issues which affect them.
9. To contribute to the development of outreach work within the local community to engage with young people who do not access other services and/or youth provision.
10. To contribute to the monitoring and evaluation of services in line with agreed outcomes.
11. To participate in team building/staff training and the overall development of WEYES.
12. To work within the policies and procedures of Children North East and of the project.
13. To participate in regular staff meetings, supervision and appraisal, as required by the Project Manager.

ADDITIONAL DUTIES:

It is the nature of Children North East that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are, therefore, expected to undertake work which may not be specifically covered in the job description. These additional duties will normally be compatible with the regular tasks and duties. If the additional responsibility or task becomes a regular or frequent part of the staff member's job, it will be included in the job description in consultation with the member of staff.

ECONOMIC CONDITIONS:

Salary: NJC Spinal Column Points 16-19
£16,440 - £17,802 (pro rata)

Hours of Work: It is the nature of sessional work that working hours cannot be guaranteed. Working arrangements are on an 'as and when required' basis. Due to the nature of the work a flexible approach will be required. There will be a need to work some evenings and weekends.

Work Base: West End Youth Enquiry Service (WEYES)
4 Graingerville North
Westgate Road
Newcastle upon Tyne
NE4 6UJ

Children North East reserves the right to change the work base of its services.

Annual Holiday Entitlement:

25 days rising to 30 days on successful completion of the probation plus statutory and general national holidays, pro rata for part time.

Car: Children North East do not allocate a car to this post. A casual user car mileage rate is paid for mileage agreed by the line manager.

Period of notice: One month either side.

***All other conditions of employment are outlined in the
Children North East handbook***



PERSON SPECIFICATION

Project / Dept: West End Youth Enquiry Service (WEYES) Post: Sessional Project Worker Scale: NJC Pts 16-19

FACTOR	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EDUCATION / QUALIFICATION	Minimum of 5 GCSE's at grade C or above or equivalent, or NVQ Level 2 in a subject relevant to the post.	Part time certificate in Youth & Community Work or equivalent. Professional Qualification in health, social work, youth work or teaching.	Application Form Certificates
SKILLS, KNOWLEDGE & APTITUDES	<p>Understanding knowledge and experience of issues facing young people in inner city areas.</p> <p>Well developed listening skills and effective verbal / written communications with adults and young people.</p> <p>Knowledge of major policies/guidance concerning children and young people's rights, issues and responsibilities including UNCRC.</p> <p>Ability to network with a wide range of organisations in the voluntary and statutory sectors.</p>	Knowledge of a range of organisations and services working to support the needs of young people.	Application Form Interview References

SKILLS, KNOWLEDGE & APTITUDES cont	<p>Ability to work effectively with diverse groups of young people.</p> <p>Ability to work effectively within a multi-disciplinary team.</p> <p>To work within the confidentiality boundaries of the project.</p>		
EXPERIENCE	<p>Recent experience of face to face work with young people aged 11 – 25 years in a paid or voluntary capacity.</p> <p>Experience of working with young people in groups.</p> <p>Experience of planning, monitoring and evaluation of work.</p>	<p>Experience of outreach work.</p> <p>Working within a multi agency project.</p> <p>Experience of operating services on a drop-in basis.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
DISPOSITION	<p>Ability to work in an open, honest and ethical manner.</p> <p>Ability to use supervision effectively and develop reflective practice.</p> <p>Ability to work in a challenging and changing environment.</p>		<p>Application Form</p> <p>Interviews</p> <p>References</p>
ADDITIONAL REQUIREMENTS	<p>Sympathy with the aims and objectives of Children North East including Equal Opportunities policy.</p> <p>Adaptable and Flexible.</p> <p>Able to use initiative.</p> <p>Willing to undergo further training as required.</p>	<p>Ability to travel around the city using own transport.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p> <p>Driving and vehicle documents</p>



EQUAL OPPORTUNITIES POLICY

1. STATEMENT

1.1 Children North East is committed to the principles of equal opportunities and to maintaining, developing and supporting policies, which translate this commitment into practice. The aim of our Equal Opportunities Policy is to ensure that no individual is treated less favourably than another, either in employment, volunteering or in accessing services, on the grounds of their:

- Gender
- Race
- Nationality
- Ethnic origin
- Religious or philosophical belief
- Physical impairment, learning difficulties/disabilities, mental health status or sensory impairment
- HIV status.
- Age
- Marital status
- Parental status
- Sexual orientation
- Political belief or trades union membership
- Class
- Responsibility for dependants
- Appearance
- Ex-offender status as defined by the Rehabilitation of Offenders Act 1974
- Lack of formal qualifications where such qualifications are not directly relevant to a post
- Or on any other grounds, which cannot be shown to be justifiable within the context of this Policy

1.2 Children North East recognise and embrace its responsibilities in line with the following Acts: -

- Equal Pay Act 1970
- Equal Pay (Amendment) Act 1983
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975
- Gender Reassignment Regulations 1999
- Race Relations Act 1976
- Disability Discrimination Act 1995

- Protection from Harassment Act 1997
 - Human Rights Act 1998 and other relevant legislation and codes of practice.
- 1.3 Children North East seeks to fulfil its commitments by recognising the expertise, abilities and needs of every individual and by acknowledging the right to dignity and respect of every human being.
- 1.4 Children North East recognises that Equal Opportunity is central to its organisational effectiveness. Children North East has in place a range of policies and procedures, which all need to be viewed alongside its Equal Opportunities Policy. All Children North East policies are intended to reinforce the basic precepts of equal opportunities.



STATEMENT OF VALUES

Children North East recognises and respects the value and dignity of each individual child and young person. Children deserve a happy and fulfilling childhood; young people deserve the chance to mature and develop to their potential. We **aim** to promote their happiness and well being.

We wholeheartedly accept the principle that the welfare of the child is of paramount importance. We uphold the rights of children and young people as enshrined in the United Nations Convention on the Rights of the Child.

We value the family as the best place for children and young people to fulfil their potential, supported as fully as possible by parents or carers. However, many families experience disadvantage, and not all children and young people have the same opportunity to enjoy the benefits of a positive family life. Our **aim** is to uphold the welfare of children, young people and their families, and to help reduce the effects of any inequalities upon them.

In providing services our **objectives** will be to:-

- Support and value children young people and their families, especially those most vulnerable to disadvantage, exploitation and exclusion from society.
- Make every attempt to listen to them, and to take account of their needs and opinions.
- Enable them to feel valued, and help them to fulfil their potential.
- Respect them and promote their safety and integration within our society.
- Involve them in exploring the choices and decisions available to them, and openly share information with them.
- Ensure that those who need our services can access them readily, and use them voluntarily.
- Work in partnership with like-minded agencies across the North East region to help fulfil our aim.



POLICY ON EMPLOYING PEOPLE WITH A CRIMINAL RECORD

1. Children North East aims to promote equality of opportunity for all, with the right mix of talent, skills and potential. We believe that people can change, grow and develop both because of and in spite of their circumstances. We, therefore, welcome applications for employment and voluntary work from diverse candidates.
 - 1.1 Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.
 - 1.2 Having a conviction will not necessarily bar you from employment or voluntary work. This will depend on the nature of the offence and the circumstances and background to your offence(s).
 - 1.3 The Rehabilitation of Offenders Act 1974 seeks to ensure that people with convictions are not discriminated against in paid or voluntary work opportunities. However it does make some exceptions in order to protect children and vulnerable people. Children North East meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, so all applicants who are offered employment or voluntary work will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. The Enhanced Disclosure will be obtained in relation to all staff and volunteers working with children and young people and vulnerable adults. It will also apply to staff and volunteers who come into direct contact with these groups, and because of the nature of the role front line Administration and reception, those having access to data and records relating to children and young people and vulnerable adults will also have enhanced disclosures obtained.
 - 1.4 Standard Disclosures will contain details of spent and unspent convictions, cautions, reprimands and warnings recorded by the police. It will also disclose whether a person is prohibited from working with children through inclusion on lists maintained by the Department for Education and Skills and the Department of Health.
 - 1.5 Enhanced Disclosures contain the same details as Standard Disclosures but they may also contain non-conviction information from local police records which a chief police officer considers is relevant to the matter in question.

- 1.6 Factors to be taken into account in considering a person's criminal record will include:
- The seriousness of the offence and its relevance to the safety of service users, other employees and volunteers and property
 - The length of time since the offence occurred
 - Any relevant information offered by the applicant about the circumstances which led to the offence being committed
 - The applicant's perception of the significance of the offence
 - Whether the offence was a one-off or part of a history of offending
 - Whether the applicant's circumstances have changed since the offence was committed, making re-offending less likely
 - The country in which the offence was committed (some activities are offences in England and Wales and not in Scotland and vice versa)
 - Whether the offence has since been decriminalised by Parliament
- 1.7 Candidates invited for interview will be requested to bring with them written details of all cautions, reprimands, final warnings and convictions. Where the post is subject to Enhanced Disclosure (this will be shown on the application form) other relevant non-conviction information such as police enquiries and pending prosecutions should also be included. The information will be discussed with them at the close of the interview.
- 1.8 A Disclosure from the Criminal Records Bureau will be obtained in relation to applicants receiving a job offer, volunteer opportunities, training placements and staff employed through a recruitment agency, and also freelance contract workers.
- 1.9 Our application forms make it clear that applicants need to make full declarations. Should any matters be revealed by the Disclosure that had not been disclosed by the applicant, they will be discussed with him/her before a decision to withdraw a job offer is made.
- 1.10 If an applicant disputes the contents of a Disclosure the Criminal Records Bureau Appeals service will be used.
- 1.11 Disclosure information will be stored securely and will only be accessed by staff with a senior role in recruitment.
- 1.12 Once a recruitment decision is made, the Disclosure information and any associated correspondence will be stored securely for 6 months. If a dispute arises during that time, it will be retained for 6 months following the resolution of the dispute.
- 1.13 In exceptional circumstances, if it seems necessary to retain information for a longer period, guidance will be sought from the Criminal Records Bureau.