**Job Application Pack**

**Big Local SW11 Alliance –**

**Battersea Youth Voice**

**Youth Development Coordinator**

Included in this pack:

* Job Description
* Equal Opportunities Monitoring Form
* Employment Self-Declaration and Disclosure Form

**Help**

If you would like to know more about this position then please contact: Delrita Tester, Caius House’s CEO, on [deltester@caiushouse.org](mailto:deltester@caiushouse.org) and 07939 232 088

**Dates**

Closing Date for Applications: **9.00am on 13th July 2020**

First Interview Date: **20th or 22nd July 2020**

Second Interview Date:  **27th or 29th July 2020**

**Returning Your Application**

Please complete the job application form, equal opportunities form and self-declaration and disclosure form and return to Delrita Tester: [deltester@caiushouse.org](mailto:deltester@caiushouse.org)

Caius House

2 Holman Road

Battersea

London

SW11 3RL

[www.caiushouse.org](http://www.caiushouse.org)

**Battersea Youth Voice – Youth Development Coordinator**

**Job Description**

Job Title: **Battersea Youth Voice – Youth Development Coordinator (new post)**

Position: **Permanent**

Salary: **£31,000-£33,000 (depending on experience)**

Pension: **8% employer’s contribution**

Hours: **35 hours/week**

Holidays: **28 days including Bank Holidays** **per year (pro rata)**

Responsible to: **Caius House CEO**

Location: **Battersea, London Borough of Wandsworth**

**About Caius House**

Caius House is a centre of excellence where the potential inherent in every young person can be unlocked. With our unique team of experienced youth workers, educators, musicians, counsellors, trained dancers and media specialists we are able to support individuals and provide targeted programmes to encourage each young person to develop their individual skills and talents.

Visit: [www.caiushouse.org](http://www.caiushouse.org)

**About Big Local SW11 Alliance**

The Alliance has been formed by the Big Local SW11 (which is an independent, resident-led group that has been awarded £1m over 10 years to invest in projects that improve opportunities for local people and strengthen our community) to help delivery its own strategy of building a stronger, more self-reliant Battersea.

Visit: [www.biglocalsw11.co.uk](http://www.biglocalsw11.co.uk)

A partnership of five local long-standing, trusted and passionate organisations (Caius House, Carney’s Community, Katherine Low Settlement, Providence House, St Peter’s Church) we have deep community roots and social relations that span many generations. We are working together, alongside 30+ other local community delivery partners, to rebuild the social fabric of Battersea.

**About Battersea Youth Voice**

The Alliance plans to establish ‘Battersea Youth Voice’ (BYV): an education, training, mentoring and personal development programme with some of the most disadvantaged young people in Battersea, with the core group coming from the BLSW11 area.

BYV will NOT be a talking shop, youth parliament or debating society! Our ambition is for young people, who may otherwise feel disconnected from their community and society, to engage with and find solutions to issues (like depression and anxiety) by developing projects that connect with the wider community and develop skills useful for future employment and life.

**Key Objectives for this role**

This is an exciting new developmental role, whose principle purpose is to recruit, engage and co-ordinate a group of local young people with the aim of enabling and empowering them to ensure their voices are heard and bring about change. This may include increasing their levels of confidence, improving their communication skills and improving their ability to self-advocate. We envisage that the young people engaged will develop new projects and services in response to their needs and that of the local community.

Whilst ‘Battersea Youth Voice’ will be open to all young people, the Coordinator’s main role will be to target those young people that have been marginalised, deemed of as ‘hard to reach’ and who rarely have their voices heard.

**Main Duties and Responsibilities**

1. **Planning**

* Support the planning of Battersea Youth Voice (BYV) with young people themselves, The Alliance charities, local partners and funders.

1. **Delivery**

* Use a ‘community development’ approach to undertake participatory promotion activities to recruit young people.
* Manage referral and assessment process.
* Conduct outreach work with young people in the community including home visits.
* Support young people – one-to-one support, as well as group work – in the development and delivery of new services and activities for young people and the wider community.
* Link and work with appropriate Alliance charities and other youth agencies.
* Report and address safeguarding issues.
* To be part of and work closely with the Caius House team.

1. **Relationships and networks**

* Build and sustain strong relationships with local young people and their families.
* Build on our strong relationships with local partners including Alliance charities, youth agencies, schools and council services through networking, conferences, training and meetings.
* Actively network to develop our relationships with other voluntary and community organisations, statutory bodies, businesses, funders and commissioners.

1. **Finance and fundraising**

* Manage the project budget, maintain financial records, monitor income and expenditure against budgets and targets, and report regularly and accurately to Caius House’s board and The Alliance’s steering group. Effective risk management is key for all our services.
* Work in co-ordination with The Alliance Steering Group to fundraise and secure financial

viability and future sustainability for Battersea Youth Voice.

1. **Monitor and Evaluation**

* Ensure performance management and quality systems are in place to monitor and evaluate the project’s work, processes and safeguarding.

1. **Manage Volunteers**

* Take responsibility for managing individual volunteers as and when appropriate

1. **Undertake Other Duties**

* Participate in regular management supervision and annual appraisal; help to identify your own job related development and training needs.
* Undertake your role in a professional manner and maintain a high quality standard of work in accordance with the aims, values and ethos of Caius House

The above job description reflects the position at the time of writing; it is not intended to be a task list but indicates the general level of work involved. It is expected that duties will be reviewed and revised as required.

**Person Specification & Selection Criteria**

The following skills and experience are required for this post:

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| --- | --- |
| **Skills and Experience** | **Essential/**  **Desirable** |
| Suitable recognised qualifications. Youth and Community Qualifications (minimum Level 2, Level 3 preferable) or equivalent qualification and/or a proven track record of successfully working with Youth and Young Adults including Offenders or those at risk of offending or those deemed to be vulnerable | **E** |
| Clear commitment to the aims, objectives and values of The Big Local SW11 Alliance. | **E** |
| Track record of working with vulnerable, hard to reach and disadvantaged youth and/or young adults. | **E** |
| Contemporary appreciation and understanding of safeguarding issues - both in theory and in practice. | **E** |
| Excellent people skills. Leader or facilitator. You will be a strong negotiator, able to set clear boundaries whilst empowering the young people you are targeting. | **E** |
| Excellent organisational and administrative skills. The ability to work under pressure, with minimal supervision and to prioritise a varied workload. | **E** |
| Proven ability to be compassionately present for young people with complex needs. | **E** |
| Evidenced flexibility and the dexterity to work as part of a team. | **E** |
| An ability to work unsupervised. A resourceful, pro-active approach with a high level of initiative. Capacity to analyse problems and identify solutions. | **E** |
| A track record of being punctual and reliable. | **E** |
| Good working knowledge of IT systems (including Word, Excel, email, social media etc). | **E** |
| A confident and assertive personality, combined with an aptitude to carry out duties with good humour, tact and diplomacy. | **E** |
| Knowledge of Battersea and Wandsworth. | **D** |
| Risk management and health & safety experience. | **D** |
| Knowledge of both health & safety and first aid (Training in current regulations and practice will be offered to the successful applicant). | **D** |

**Further Information**

For further information and an informal chat about this post please contact Delrita Tester, CEO of Caius House on 020 3818 6210 and [deltester@caiushouse.org](mailto:deltester@caiushouse.org)

* Caius House is committed to equal opportunities.
* All offers to work at Caius House are subject to two satisfactory references, which is standard Caius House policy applicable to all roles. Caius House also ask for an enhanced DBS check.
* You will adhere to matters of confidentiality concerning this role, Caius House team and The BLSW11 Alliance.
* An induction is given to all staff. This includes sharing Caius House policies / procedures relevant to each post.
* There is a 6-month probation period for this role.

**Application Process**

Please complete Caius House’s job application form, equal opportunities form and self-declaration and disclosure form and return to Delrita Tester:

[deltester@caiushouse.org](mailto:deltester@caiushouse.org)

**Timings**

Closing Date for Applications:  **13th July – 9.00am deadline**

1st Interview Date: **20th or 22nd July 2020 (please hold both dates)**

2nd Interview Date: **27th or 29th July 2020 (please hold both dates)**

**Job Application Form –**

**BLSW11 Alliance Youth Development Coordinator**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Contact Details** | | | | | | | | | | |
| *Name* |  | | | | | | | | | |
| *Address + Postcode* |  | | | | | | | | | |
| *Telephone* |  | | | | | | | | | |
| *Email* |  | | | | | | | | | |
| **Qualifications / Training / Education** | | | | | | | | | | |
| *Subject Studied* | *Qualification* | | *Awarding Body* | | *Name of College* | | | *Result* | | *Dates* |
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| **Work & Voluntary Experience** | | | | | | | | | | |
| *Employer* | | *Role* | *Main Responsibilities* | | | | *Dates* | | *Reason for Leaving* | |
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| **Why do you think you are suitable for the job as advertised?**  (please relate your answer to the Job Specification in the job description) | | | | | | | | | | |
|  | | | | | | | | | | |
| **References (2 required)** | | | | | | | | | | |
| *Name* | | *Organisation* | | *Telephone* | | *Email* | | | | |
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|  | |  | |  | |  | | | | |

I confirm that the details above are correct and true

|  |  |
| --- | --- |
| Signed |  |
| Printed Name |  |
| Date |  |

**Caius House Equal Opportunities Monitoring Form**

Caius House want to make sure that it is an equal opportunities employer in practice, which is why we want to monitor our recruitment procedures. By completing this form, you are helping us improve our equal opportunities practice. We will separate this part of the form from the application form. It will not form part of the selection process. All information will be held confidentially.

Please tick the appropriate boxes:

1. **How would you describe your gender?**

Male 🖵 Female 🖵 Transgender 🖵 Prefer not to say 🖵

1. **What age group do you belong to?**

16-24 🖵 25-34 🖵 35-44 🖵 45-54 🖵 55-64 🖵 over 65 🖵

Prefer not to say 🖵

1. **How would you describe your sexuality?**

Heterosexual/straight 🖵 Gay man 🖵 Gay woman/lesbian 🖵

Bi-sexual 🖵 Prefer not to say 🖵

1. **Do you consider that you have a disability?**

Yes 🖵 No 🖵 Prefer not to say 🖵

1. **Do you have a disability, as defined by the Disability Discrimination Act?**

Yes 🖵 No 🖵 Prefer not to say 🖵 Don’t know 🖵

1. **Do you consider that you have a long-term health problem?**

Yes 🖵 No 🖵 Prefer not to say 🖵

1. **How would you describe your religion or belief?**

My religion or belief is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have no religion or belief 🖵 Prefer not to say 🖵

1. **How would you describe your nationality?**

Please describe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prefer not to say 🖵

1. **How would you describe your ethnic origin?**

Please describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prefer not to say 🖵

**Thank You.**

**Caius House Employment Self-Declaration and Disclosure Form**

**Private and Confidential**

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

|  |  |  |  |
| --- | --- | --- | --- |
| *Name:* | | | |
| *Address and postcode:* | | | |
| Have you ever been known to any Children’s and/or Adult Services department as being a risk or potential risk to children and/or vulnerable adults? | | | YES 🖵 NO 🖵  *(if Yes, please provide further information below)*: |
|  | | | |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children and/or vulnerable adults? | | | YES 🖵 NO 🖵  *(if Yes, please provide further information below):* |
|  | | | |
| **Confirmation of Declaration *(tick box below)*** | | | |
| 🖵 | 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 dismissal may result if information is not disclosed by me and subsequently come to the organisation’s attention. | | |
| 🖵 | In accordance with Caius House’s procedures, if required, I agree to undertake a DBS check and/or provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it. | | |
| 🖵 | I agree to inform Caius House within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people and/or vulnerable adults. | | |
| 🖵 | I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by Caius House to other persons or organisations in circumstances where this is considered necessary to safeguard other children and/or vulnerable adults. | | |
| **Signature:** | |  | |
| **Print name:** | |  | |
| **Date:** | |  | |