### A logo of a person doing a handstand Description automatically generated

JOB APPLICATION FORM

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Shortlisting will be based on the information gathered from the form, read in conjunction with the person specification. You will be advised of the outcome of your application in writing.

Please ensure the finished form is signed, dated and returned to [admin@nwys.ie](mailto:admin@nwys.ie) by 28th February 2025 @ 12noon.

Please either type directly in this form using *Microsoft Word* or print out and complete the form in black ink and BLOCK CAPITALS.

GUIDELINES

Applicants will be treated in the same way whether they are external or internal candidates. Internal candidates should advise their manager that they have applied for another position.

Position applied for:

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| --- |
| Job title: Locally Qualified Youth Support Worker In Charge (36hours per week) |

1. Applicant’s details

|  |  |  |
| --- | --- | --- |
| Title: | Surname: | First name: |
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| Home address: |
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| Telephone nos: please include full STD code |
| Home: |
| Work: |
| Mobile: |

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| Email address: |

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| Do you hold a current driving licence? | **Yes/No** |
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| Is there anything concerning your medical history or state of health that is relevant to your application? | **Yes/No** |

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| --- | --- |
| Are there any restrictions regarding your employment? e.g do you require a Work Permit? | **Yes/No** \**If you answer Yes please supply details on a seperate sheet of paper* |
| Have you been convicted of an offence  CHILD PROTECTION (Please note this post may involve “regulated activity” as defined under Safeguarding  Vulnerable Groups (NI) Order 2007.)  Is there any reason why you would not be suitable to work in regulated activity? | **Yes/No (***if yes give details)*  **Yes/No (***if yes give details)* |

2. Employment record

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in *Section 5: Experience /skills.*

|  |  |  |
| --- | --- | --- |
| Current/most recent employer/organisation | | |
| **Name:** | | |
| **Address:** | | |
| **Job Title:** | **From:** | **To:** |
| Brief description of duties: | | |
| **Reason for leaving/changing:** | | |

|  |  |  |
| --- | --- | --- |
| Employer/organisation | | |
| **Name:** | | |
| **Address:** | | |
| **Job Title:** | **From:** | **To:** |
| Brief description of duties: | | |
| **Reason for leaving/changing:** | | |

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| --- | --- | --- |
| Employer/organisation | | |
| **Name:** | | |
| **Address:** | | |
| **Job Title:** | **From:** | **To:** |
| **Brief description of duties:** | | |
| **Reason for leaving/changing:** | | |

3. Education

Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent.

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| --- | --- | --- | --- |
| Name of school/college/ university/training body | Subject studied | Qualification/ Level | Date gained |
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4. Training

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post.

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| --- | --- |
| Training Course | Date |
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5. Experience / Skills

This section is for you to give specific information in support of your application.

After reading the Job Description please demonstrate how you meet essential criteria:

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| **A minimum of 12 months delivering youth programmes to young people (250 words maximum)** |
| OCN Level 3 Introduction to Youth work & Programme Development or equivalent youth work qualification (250 words maximum) |
| Experience in the design and delivery of Youth Work programmes (250 words maximum) |
| Please detail your knowledge of the Model of Effective Practice. (250 words maximum) |
| Knowledge of innovative models of practice to support young people at risk. (250 words maximum) |

6. declaration and signature

Please tick to confirm:

I have read the Terms and Conditions of Appointment relating to this position. I declare that I have not canvassed in any way and that the information contained in this form is true and accurate. I understand that canvassing and/or falsification of information could result in disqualification or dismissal.

I understand that this post is (or may be) exempt from the provisions of the Rehabilitation of Offenders (NI) Order 1978. Our Space - YES have a policy on recruitment of Ex-Offenders this is available in the Code of Practice which is available on request. In the event of my application being successful, I consent to a check being made by Access NI, a single history disclosure body, there code of practice is available through the following website <http://www.nidirect.gov.uk/accessni-code-of-practice.pdf?rev=0> , to determine if there is any record of criminal convictions, pending prosecutions, cautions or bind-over orders against me.

I understand that the information on this form is required by Our Space - YES for the purposes of processing my application. The information is covered by the provisions of the Data Protection Act 1998. I understand that by completing this declaration I am indicating my authorisation for Our Space @ YES to process and retain the information for the purposes stated including approaching my current employer for a reference in the event of me being recommended by appointment

|  |
| --- |
| Signed ……………………………………………………………… Date ………………………… |

By signing and returning this application form you consent to Our Space – Youth Engagement Programme using and keeping information about you provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability: these will be used solely for internal monitoring and will not be disclosed to any third party.

Thank you for completing the form. Closing Date : 28th February 2025 @ 12noon

This position is funded by the Public Health Authority

**LOCALLY QUALIFIED YOUTH SUPPORT WORKER-IN-CHARGE**

**Our Space – Youth Engagement Services Programme (Required until 31 March 2026, extension subject to funding).**

**Disclosure of Criminal Background**

If you have applied for a post that involves \*“regulated activity” under the Safeguarding Vulnerable Groups (NI) Order 2007, the Club will be required to undertake an Enhanced Disclosure of Criminal Background.

**Our Space – Youth Engagement Services** is a voluntary organisation funded by the Public Health Authority, employees are line managed by the Senior Youth Worker and are responsible to the Management Committee of NW Youth Services.

**Post Title:** Locally QualifiedYouth Support Worker-in-Charge

36 Hours per Week.

**Salary:** JNC Points 7 - 10

**Location: Our Space – Diamond Office, Derry**

**Responsible to: Senior Youth Worker**

**Responsible for:** The design, delivery and evaluation of a variety of youth programmes for young people and staff, training and supervising Peer Educators and staff, and overseeing the maintenance and wellbeing of equipment and other resources.

**Job purpose:** To work directly with young people to develop their personal and social education and creative skills by providing a range of social and developmental programmes.

**Main duties and responsibilities**

1. To identify, prioritise and deliver a programme of activities based on need in the designated area, and related to the ‘Model for Effective Practice’.

2. To provide leadership and support to a team of peer educators, volunteers and youth support workers within the project.

3. Ensure that young people play an active role in the project and work towards a model of youth participation.

4. Develop and maintain relationships with the wider community and external agencies.

5. Provide information and support to young people to assist them to express and realise their goals and to work effectively in groups.

6. Challenge oppressive behaviour in young people.

7. Encourage young people to broaden their horizons and be active citizens.

8. Monitor and evaluate the quality of creative activities, supporting young people in the evaluation of the activities and the impact of youth work on their development.

9. Support young people in their understanding of risk and challenge and in taking action to address key issues in their lives.

10. Implement Our Space – Youth Engagement Services Child Protection Policy and work with young people to safeguard their welfare and the welfare of others.

11. Be responsible for administration within the project, including financial matters, effective record keeping and ensuring that the administrative requirements of the Our Space – Youth Engagement Services are met.

12. As appropriate be involved in the recruitment, selection and induction of paid staff and volunteers.

Other duties

1. To carry out such duties, as may be assigned by the Line Manager, within the level of the post.

General Terms and Conditions

The general terms and conditions for this post are outlined in the Joint Negotiating Council Circular No. 183 and Joint Education Services Circular (JESC) No 167.

Please note:

A working week will consist of the following:

Admin sessions x 2 sessions

Night time sessions x 4 (face to face)

Day time Educational sessions x 4 sessions (face to face).

Qualifications and Experience

* A minimum of 1 years experience delivering youth programmes to young people.
* An OCN Level 3 Introduction to Youth work & Programme Development or equivalent youth work qualification

Knowledge, Skills, Personal Qualities

* Knowledge of the needs of young people and personal development processes
* Conversant with the “Model for Effective Practice”
* Conversant with “Quality Assurance Measures”
* Capable of leading and directing a team
* Capable of leading and facilitating developmental group work projects
* Excellent communication skills

The Selection Panel reserves the right to enhance the criteria in order to facilitate a manageable shortlist.

Please note: the onus is on candidates to provide sufficient detailed information on their application forms in order to demonstrate how they meet each of the criteria. Failure to do so may result in a candidate not being shortlisted. Selection Panels cannot make assumptions in the absence of essential information.

Terms and Conditions of Service

The main terms and conditions of employment are those for Youth Support Workers-in-Charge as laid down by the Joint Negotiating Council for Education and Library Boards (NI) and are drawn mainly from the conditions of service of the National Joint Council for Local Authorities staff.

Hours of Duty

The hours will not be less than 36 per week and required until 31 March 2026 with possible extension subject to funding.

General Conditions of Appointment

Appointments are subject to –

* production of satisfactory evidence of health;
* probationary period of six months;

Canvassing and Referees

Canvassing directly or indirectly will entail disqualification. Referees asked for on the application form should not include any officer or member of Our Space – Youth Engagement Services.

Posts involving work in educational institutions are subject to the provisions of the Protection of Children and Vulnerable Adults (NI) Order 2003

This position is funded by the Public Health Authority.