



# YOUTH DEVELOPMENT WORKER INFORMATION PACK

May 2023

# Introduction

## Dear Candidate

Thank you for your interest in joining Springboard as a Youth Development Worker.

At Springboard, we're very proud of the work we do to help young people and adults increase their choices and opportunities. We work alongside and support our participants as they navigate their development and feel privileged to be part of their journey.

To create safe spaces, deliver needs-led learning, and build meaningful relationships that impact positively on people's lives, we count on a highly motivated and committed staff team. That's where you come in!

The Youth Development Work will work with young people aged 16-17 years (up to 23 years for care experienced young people) to support them increase personal and employability skills on our Skills for Life and Work programme. You can find out a lot more about the role

elsewhere in this document, and much more about the organisation on our website [springboard-ops.org](http://springboard-ops.org)

We're as keen to develop our staff as we are the young people we support, so this role offers a great opportunity for personal development and growth.

Our values and our participants guide us in everything we do, so if you are as passionate as we are, about using your experience to support young people, we would love to hear from you.

## Angila Chada

Executive Director



# Who are Springboard?

**Springboard are changemakers, committed to building a society that develops and strengthens capacity, promotes citizenship, better values diversity and increases mutual appreciation across all people.**

Over the past three decades we have remained focused in supporting young people and communities from areas facing disadvantage.

We are committed to:

- empowering people and communities and supporting growth where the future offers choices, opportunities, and advantages.
- supporting a re-invigorated sense of belonging and responsibility for where we all live.
- contributing to a society that is inclusive and values mutual understanding and diversity.



Making a difference and focusing on being the best we can be, in all we do, is the lifeblood of the organisation. We believe in always being responsive to changing needs and times.

We are now looking for a Youth Development Worker who will support 16-17 year olds (up to 23 years for care experienced young people) on their personal and employability journey. Applying a youth development approach throughout the programme will be key.

At Springboard people are at the heart of all we do. We measure our worth through the positive experiences of our participants. Our staff are committed and passionate in supporting change that lasts for the participant and community. As a Youth Development Worker you will join our team and be part of making a difference to the lives of our participants.



# What we can offer you!

- a competitive salary at £27852 per annum
- 3% pension contribution
- childcare vouchers scheme
- paid comprehensive induction
- 25 days per year, plus 12 statutory days
- travel mileage
- laptop & mobile phone provision (if appropriate)
- wellbeing & development days
- support & supervision
- team meetings for shared learning & practice
- continuous professional development including non-managerial support and half day per week release for approved training
- organisation volunteer days, and
- an enjoyable workplace!

## Job Description

<b>Title:</b>	Youth Development Worker
<b>Responsible to</b>	Executive Director
<b>Reports to</b>	Team Leader
<b>Hours:</b>	37.5 per week
<b>Location:</b>	Belfast

### Main Responsibilities

- Ensure youth development approach and principles are embedded in delivery and lead to change, with co-design processes creating a genuine climate for engagement and clear role in design and delivery.
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- Lead in the engagement, recruitment and selection of participants within agreed profile. Build collaborative relationships with relevant agencies and stakeholders, in particular the Careers Service.
- Work with parents/guardians to ensure consent (as required) and support young person and act as an advocate for young person's interests.
- Carry out induction, undertake baseline assessments across personal, social and employability areas and co-design individual personal training plan based on identified need. Review formally every 13 weeks to support progress and record achievements

on Progress File/Record of Achievement and carry out final assessment prior to programme exit.

- Assume leadership in creating and fostering a climate which encourages positive growth and personal development in the participants.
- Mentor, coach and support young people to reflect on development and facilitate personal and social growth and build employability.
- Responsible for maintaining effective participant recording systems and caseload management.
- Undertake programme design with programme team. Deliver (both online and face to face, as needed) non-accredited training and accredited training to increase personal and social development, employability.
- Support young people in their occupational choice, providing 'world of work' activities including work placement, accessing careers information/advice to support progression.
- Work with employers within youthwork and customer services sectors to facilitate 'world of work' activities and placements.
- Undertake tasks to support achievement of OCN qualifications as needed.
- Undertake project and funder-related administrative duties eg payment of participant allowances, participant attendance, monitoring, project reporting.

## **General Responsibilities**

There are standard duties and responsibilities all employees irrespective of their role within Springboard are expected to be familiar with and adhere to:

- Treat everyone with courtesy and respect.
- Prepare for and participate in all individual and staff development activities.
- Attend regular training and development opportunities to maintain an up-to-date skills and knowledge.
- Participate fully in conferences, courses, meetings as required.
- Participate in development of innovative and alternative approaches to work with young people.
- To ensure confidentiality, always, only releasing confidential information obtained during the course of employment to those acting in an official capacity and in accordance with the provisions of Data Protection Act and amendments.
- Awareness of organisation objectives and provision and compliance with all procedures, policies, and regulations.
- Promote the aims and objectives of the organisation.
- Committed to and work within the code of conduct, mission, values, and objectives of Springboard.
- Carry out any other duties as required.

This job description is a broad picture of the job at the date of preparation. It is not exhaustive; the job holder will be expected to be flexible. It is recognised that jobs change and evolve over time and any necessary changes will be discussed with the job holder.

# Person Specification

<b>ESSENTIAL CRITERIA</b>	
<b>Educational and Professional Qualifications</b>	<p>Has or currently studying 3<sup>rd</sup> level qualification either in youthwork, teaching or education and minimum 4 years' experience of working with young people.</p> <p>GCSE Maths and English <b>OR</b> Level Two Literacy &amp; Numeracy or above</p> <p>Customer Care qualification at Level 3 <b>OR</b> commitment to complete with Springboard</p> <p>Hold Certificate in Teaching or commit to begin Certificate in Teaching within 2 years of starting with Springboard.</p>
<b>Experience</b>	<p>Experience of facilitation, of personal and social education, employability skills and supporting world of work activities.</p> <p>Experience of recruiting and retaining young people on development programmes.</p> <p>Experience and expertise in mentoring / one to one assessment &amp; support with young people facing multiple/complex issues</p> <p>Experience of recording and reporting on work.</p>
<b>Skills &amp; Abilities</b>	<p>An understanding of the issues facing young people from disadvantaged communities</p> <p>An ability to undertake funder-related duties and work in a target driven environment.</p> <p>Excellent organisational and time management skills including planning and prioritisation of work. Ability to work on own initiative, be self-motivated, flexible and work under pressure.</p> <p>Computer literacy (use of Microsoft Outlook/Word) and good written and oral communication skills.</p> <p>Ability to maintain confidentiality.</p>
<b>Qualities</b>	<p>Good social skills for internal and external communication.</p> <p>Ability to work as a key member of a team.</p>
<b>Other Factors</b>	<p>Commitment to continuous development.</p> <p>Ability to work outside of normal hours on some occasions.</p>

<b>DESIRABLE CRITERIA</b>	
<b>Other</b>	Current full driving licence and access to transport. Consideration will be given to alternative travelling proposals in respect of applicants with a disability.



### **Applicants please note**

We reserve the right to heighten criteria based on demand.

Springboard is an Equal Opportunities Employer

## **HOW TO APPLY**

Please send a CV responding to the essential criteria, provide details of two references and also complete separate equality form. Email both documents to [general@springboard-opps.org](mailto:general@springboard-opps.org)

## **TIMELINE**

Closing date for applications	4.00pm on Thursday 18 <sup>th</sup> May 2023
Interviews	To be confirmed





**112-114 Donegall Street, Belfast BT1 2GX**

**Tel:** 028 90 315111

**Email:** [general@springboard-opps.org](mailto:general@springboard-opps.org)

**Website:** [www.springboard-opps.org](http://www.springboard-opps.org)

**Twitter:** [@springboardopp](https://twitter.com/springboardopp)

**Facebook:** [@Springboard Opps](https://www.facebook.com/SpringboardOpps)

**Instagram:** [@springboardopps](https://www.instagram.com/springboardopps)

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