



DEVELOPING CAPACITY | VALUING DIVERSITY | BUILDING PEACE



## **YOUTH DEVELOPMENT WORKER (FULL TIME – 2025-2027) INFORMATION PACK**

**May 2025**

# Introduction

## Dear Candidate

Thank you for your interest in joining Springboard as a Youth Development Worker (full time).

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.

The role will work with young people aged 16-24 years, facing disadvantage, and support them to engage positively with others from a different background and increase personal, civic and social skills.

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.

**Steph O'Rourke**

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.

**What  
offer**



**we can  
you!**

- competitive salary at £29093 per annum for Youth Development Worker

- 3% pension contribution
- fixed term contract 2025-2027
- childcare vouchers scheme
- paid comprehensive induction
- 37 days per year, including 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: Youth Development Worker**

<b>Title:</b>	Youth Development Worker
<b>Responsible to</b>	Executive Director
<b>Reports to</b>	Team Leader
<b>Hours:</b>	37.5 hours per week
<b>Location:</b>	Belfast
<b>Duration:</b>	2025-2027

### **Main Responsibilities**

- Ensures 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.
- Lead in the engagement, recruitment, and selection of participants within agreed profile. Proactively build networks and collaborative relationships with stakeholders.
- Collaborate with parents/guardians to ensure consent (as required) and support young person and act as an advocate for young person's interests.
- Lead implementation of induction, baseline & final assessments across personal, social, cultural, and employability areas and co-design of individual personal training plan based on identified need. Review regularly to support progress and record achievements prior to programme exit.
- Assume leadership in creating and fostering a climate which encourages positive growth and personal development in the participants.
- Lead and mentor, coach, and support young people to reflect on development and facilitate personal, social, cultural growth and build employability.
- Responsible for implementation of effective participant recording systems and caseload management.

- Leads programme design with programme team. Deliver (both online and face to face, as needed) non-accredited training to increase personal, social, cultural development and employability.
- Responsible for implementation of OCN qualifications as needed.
- Leads quality implementation of project and funder-related administrative duties eg participant attendance, monitoring, project reporting.
- Responsible for administrative & financial programme duties

## **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 up-to-date skills and knowledge.
- Participate fully in conferences, courses, meetings as required.
- Participate in the 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.
- Perform 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: Youth Development Worker

<b>ESSENTIAL CRITERIA</b>	
<b>Educational and Professional Qualifications &amp; Experience</b>	<p>Has or currently studying 3<sup>rd</sup> level qualification in Youthwork / in a related field plus 3 years' experience working with young people</p> <p>OR</p> <p>Minimum Level 3 qualification plus 5 years' experience working with young people</p>
<b>Other Experience</b>	<p>Two years' experience of facilitating non-formal learning and delivering accredited qualifications.</p> <p>Experience of recruitment and engagement of young people onto programmes.</p> <p>Experience of facilitation in all of the following areas: good relations / personal &amp; social education / citizenship development / employability workshops or programmes.</p> <p>Experience of individual needs assessment, mentoring young people facing multiple/complex issues &amp; recording and reporting on work.</p> <p>Experience of undertaking funder-related duties and working in a target driven environment.</p>
<b>Skills &amp; Abilities</b>	<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).</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 own development.</p> <p>Ability &amp; willingness to work outside of normal hours on some occasions.</p>
<b>DESIRABLE CRITERIA</b>	
<b>Education</b>	GCSE Maths and English (Grades A-C) <b>OR</b> Level Two Literacy & Numeracy or above
<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. Applicants will be considered for other roles with similar specification. **Springboard does not provide individual feedback on applications or post interviews.**

Springboard is an Equal Opportunities Employer

## HOW TO APPLY

Complete the application form including monitoring form and email to [recruitment@springboard-opps.org](mailto:recruitment@springboard-opps.org)

## TIMELINE

Closing date for applications	4.00pm on Friday 16 <sup>th</sup> May 2025
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**112-114 Donegall Street, Belfast BT1 2GX**

**Tel:** 028 90 315111

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

**Registered with the Charity Commission for N Ireland NIC101249**

**Company Registration Number NI 27175**