Application Guidelines and Further Information

1. APPLICATION PACK

Thank you for requesting an application pack for this post. This pack includes the following:

- The advert for the position
- A Job Description, which explains the job role and main duties
- A Person Specification, which details the competencies and experience the successful post holder will need in order to carry out their duties effectively
- YMCA Exeter Ethos Statement, which explains the Christian ethos of YMCA Exeter Group and how this works out in practice.
- Privacy notice for Job applicants, which explains how we collect and process your data as an applicant.
- Equality and Diversity Monitoring form which is an optional form.

An Application Form has been provided within this pack as a **separate Microsoft Word document** to enable you to complete your application on your computer and then e-mail it to office@ymcaexeter.org.uk. Alternatively, you may handwrite the application and post it to **Gareth Sorsby, YMCA Exeter, 39-41 St David's Hill, Exeter, EX4 4DA**.

Please note that CVs and similar documents will not be considered when short-listing, but only the information written on the Application Form.

2. DATA PROTECTION

Personal data obtained from applicants during the recruitment process will be held securely by YMCA Exeter Group. Information provided will be used solely for the purposes of selection for the post advertised, unless express permission for additional use is sought from the applicant (e.g. if the applicant might be considered for other vacancies). No personal data provided in the course of the application, other than that stored and processed as part of YMCA Exeter Group's monitoring of equal opportunities, will be retained beyond twelve months from the date from which applicants are informed of the outcome of their application, except in the case of the successful candidate. Please also take some time to review the **Privacy notice for Job Applicants** document in this pack

3. SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

The YMCA Exeter Group is fully committed to safeguarding children and vulnerable adults. A thorough vetting process will be carried out as part of our appointment process, including verification of any required qualifications, verification of identity, taking of references and, for this post, an enhanced DBS check.

4. Section 5 - RELIGIOUS BELIEFS

The YMCA Exeter Group is an organisation with a clear Christian ethos as set out in our Ethos Statement (see Information Pack). The position for which you are applying states that you are required to have a personal commitment to the Christian faith, and the information which you supply in this section will be taken into account during the selection process. You will be required to uphold the Christian ethos of YMCA Exeter Group and its values in your work.

5. Section 6 - DECLARATION OF CRIMINAL BACKGROUND INFORMATION

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again within a specified period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be 'spent'. Once a conviction is spent, the convicted person does not have to reveal it or admit its existence in most circumstances.

The Rehabilitation of Offenders Act 1974 (Exceptions Order) gives some exemptions from the Act, whereby details of 'spent' convictions have to be declared. One of these exemptions is working with children, young people (i.e. under 18 years of age) and/or vulnerable adults. When recruiting people to work in such positions of trust an employer is entitled to ask for details of all convictions, spent and unspent.

6. Section 9 - DISCLOSURE AND BARRING SERVICE CHECK

The post for which you are applying will bring you into direct contact with children, young people and/or vulnerable adults.

During our recruitment procedure we take steps to assess an applicant's suitability for such a position of trust. It is important that you understand the nature of the checks that we will make, and when we will make them.

If after interview you are made a conditional offer of employment, you will be required to co-operate with YMCA Exeter Group in completing an application for a higher-level disclosure statement from the Disclosure and Barring Service. This disclosure service offers organisations a means to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for the post. Disclosure statements are provided by the Disclosure and Barring Service, an executive agency of the Home Office.

Higher level disclosure statements provide details of a person's criminal record including convictions, cautions, reprimands and warnings; they also contain details from lists held by Government departments of those considered unsuitable for his type of work.

7. EQUALITY AND DIVERSITY QUESTIONNAIRE

Included as a separate document is an Equality and Diversity Monitoring Form. This form is not compulsory, however we would appreciate for you to take the time to complete this form to help us monitor our effectiveness in upholding the principles of equality and diversity to which we are committed. This form is anonymous and will be separated from your application in advance of any assessment being commenced. Should you not wish to complete this form, your application will not be prejudiced in any way.

8. FURTHER INFORMATION

More information about the work of YMCA South Molton can be found on our website (www.ymcasouthmolton.org.uk). If you do have any further questions about the role or the application process before you apply, please contact us via (01392) 410530 or email office@ymcaexeter.org.uk.

9. CLOSING DATE FOR APPLICATIONS

All applications should be returned no later than **9am on Monday 20th March 2023.**

YMCA SOUTH MOLTON

WE'RE RECRUITING!

Youth Workers

- **Senior Sessional Youth Worker, £10.90 per hour**
  Part-Time (10 hours per week).
- **Junior Sessional Youth Worker, £10.51 per hour**
  Part-Time (10 hours per week).

As a Christian organisation, we are inspired and motivated by our faith in Jesus and the hope and love he has given us. The successful candidates will be committed to the Christian faith and able to fully support the ethos of YMCA South Molton.

We are looking for 2 exceptional individuals with the skills and ability to engage the young people of the town in positive activity sessions. These roles will pioneer a new piece of youth work within the town, including one evening per week within the pannier market and a second targeted activity session at the YMCA Centre. A background in working with children and young people is essential and experience in managing safeguarding concerns and risk would be beneficial.

These roles will play a pivotal part in the launch of this new service for the town and its young people. We will provide training and support to help you develop and refine your expertise. Due to the nature of the roles, they will be subject to enhanced DBS checks.

For further information and an application pack (No CVs please), contact us by emailing office@ymcaexeter.org.uk or download a pack from our website at www.ymcasouthmolton.org.uk

The closing date for applications is 9am on Monday 20th March with interviews taking place on Tuesday 28th March.

YMCA EXETER

Here for young people
Here for communities
Here for you

WHY WE DO WHAT WE DO

As a local YMCA, we fully support the Vision of the YMCA Federation, which is "of an inclusive Christian movement transforming communities so that all young people can belong, contribute and thrive."

As an inclusive Christian charity, YMCA Exeter is:

Christian: We are inspired by the example of Jesus Christ, and motivated by our shared experience of God's love and his transforming work in our own lives

Inclusive: We believe that every person is hugely valuable, so ensure our services are welcoming to all wherever possible. We are grateful for the partnership and help of people and organisations who support what we do regardless of whether they share our faith motivation.

Our Vision and Mission

Our Vision: is to see communities transformed into places characterised by love, joy, peace and hope where all young people can become everything they were created to be.

Our Mission: is to demonstrate Christ's love through practical service that empowers young people and their communities to flourish.

Our Values

The way we act at YMCA is characterised by five strong and distinctive values that flow from our Christian ethos:

We seek out: We actively look for opportunities to make a transformative impact on young lives in the communities where we work, and believe that every person is of equal value.

We welcome: We offer people the space they need to feel secure, respected, heard and valued; and we always protect, trust, hope and persevere.

We inspire: We strive to inspire each person we meet to nurture their body, mind and spirit, and to realise their full potential in all they do.

We speak out: We stand up for young people, speak out on issues that affect their lives, and help them to find confidence in their own voice.

We serve others: We are committed to the wellbeing of the communities we serve and believe in the positive benefit of participation, locally and in the wider world.

Our Principles

At YMCA Exeter, we seek to model our lives and work on Christ's life and his words, "Love the Lord your God with all your heart, and love your neighbour as yourself." This means the following principles characterise all we do:

Faith: We believe God deeply cares about us, our work and those we serve, so we trust him and prayerfully seek his help in all we do.

Courage: We will do all we can in God's strength, challenging injustice and overcoming obstacles to bring positive change in the communities we serve.

Excellence: We will seek to provide the best possible service in every aspect of our work.

Service: We want the way we treat our clients and the way we behave towards each other to be characterised by an attitude of compassion and service.

Integrity: We are committed to truthfulness, honesty, transparency and accountability in everything we do.

Person Specification
SENIOR SESSIONAL YOUTH WORKER

(Revised: September 2022)

1. PERSONAL QUALITIES

Essential:

- Personal commitment to the Christian faith, and to a practical expression of that faith in a professional context.
- Able to support and promote the Christian ethos of YMCA Exeter as described in the Ethos Statement.
- Commitment to working with young people to enable them to fulfil their potential.
- Enthusiastic, positive and motivated.
- Committed to high professional standards, including maintaining appropriate boundaries.
- Able to deal with conflict and stressful situations involving young people from challenging backgrounds.
- Commitment to prayer, including for colleagues and service users.
- Ability to work well as part of a team
- Mature outlook, sound judgement, and confident.
- Able to work alone in a sometimes challenging environment
- Enthusiastic and motivated "self-starter", able to exercise initiative in developing new programmes of work
- Excellent communicator, especially with disadvantaged young people, including the ability to communicate the Christian faith effectively and appropriately
- Flexible and adaptable.
- Reliable and punctual.
- Willing to undertake training as required

2. SKILLS, KNOWLEDGE AND EXPERIENCE

Essential:

- Experience in working with vulnerable and/or chaotic young people
- Experience in leading youth group sessions both structured and informal

- Good understanding of the challenges facing young people, in particular around alcohol and drug misuse, sex and relationships, and mental health.
- Minimum NVQ Level 3 in Youth Work (or similar qualification), OR proven substantial experience of working with young people in a leadership capacity.
- Excellent interpersonal skills
- Imaginative and creative thinker, able to assist in developing youth work programmes that will engage disadvantaged young people
- Experience in handling safeguarding concerns
- Proven ability to provide support to junior staff members and volunteers
- Excellent record-keeping skills
- Good listening skills.
- Good written and oral communication skills
- Able to supervise and support volunteers
- Good organisational skills
-

Desirable:

- Substantial experience in working with vulnerable and/or chaotic young people
- Experience in working with people with mental health problems, drug and alcohol issues
- Experience in developing and running youth work sessions

3. CIRCUMSTANCES

Essential:

- Willing and able to work evenings

Person Specification
SESSIONAL YOUTH WORKER

(Revised: September 2022)

1. PERSONAL QUALITIES

Essential:

- Personal commitment to the Christian faith, and to a practical expression of that faith in a professional context.
- Able to support and promote the Christian ethos of YMCA Exeter as described in the Ethos Statement.
- Commitment to working with young people to enable them to fulfil their potential.
- Enthusiastic, positive and motivated.
- Committed to high professional standards, including maintaining appropriate boundaries.
- Able to deal with conflict and stressful situations involving young people from challenging backgrounds.
- Commitment to prayer, including for colleagues and service users.
- Ability to work well as part of a team
- Mature outlook, sound judgement, and confident.
- Able to work alone in a sometimes challenging environment
- Enthusiastic and motivated "self-starter", able to exercise initiative in developing new programmes of work
- Excellent communicator, especially with disadvantaged young people, including the ability to communicate the Christian faith effectively and appropriately
- Flexible and adaptable.
- Reliable and punctual.
- Willing to undertake training as required

2. SKILLS, KNOWLEDGE AND EXPERIENCE

Essential:

- Experience in working with young people
- Experience in youth group sessions both structured and informal

- Good understanding of the challenges facing young people, in particular around alcohol and drug misuse, sex and relationships, and mental health.
- Minimum NVQ Level 3 in Youth Work (or similar qualification), OR proven experience of working with young people in a leadership capacity.
- Excellent interpersonal skills
- Imaginative and creative thinker, able to assist in developing youth work programmes that will engage disadvantaged young people
- Excellent record keeping skills
- Good listening skills.
- Good written and oral communication skills
- Able to supervise and support volunteers
- Good organisational skills

Desirable:

- Substantial experience in working with vulnerable and/or chaotic young people
- Experience in working with people with mental health problems, drug and alcohol issues
- Experience in developing and running youth work sessions

3. CIRCUMSTANCES

Essential:

- Willing and able to work evenings

Job Description
Senior Sessional Youth Worker

(Revised: Sep 2022)

1. EMPLOYER: YMCA EXETER COMMUNITY PROJECTS
39/41 St David's Hill
Exeter EX4 4DA

Tel. 01392 410530

2. JOB TITLE: Senior Sessional Youth Worker

3. RESPONSIBLE TO: YMCA South Molton Community Development Coordinator

4. JOB PURPOSE: To take the lead on developing and delivering 2 informal and structured weekly youth work sessions.

To carry out all duties in a way that reflects the love of Christ and the ethos of YMCA Exeter, including in the delivery of a high quality and compassionate service.

5. ORGANISATIONAL CONTEXT

YMCA Exeter consists of three registered charities, all companies registered by guarantee.

- City of Exeter YMCA Housing Association
- YMCA Exeter Community Projects
- YMCA Centres (South Molton)

These three organisations are legally charities yet operate in close partnership. All three charities are led by the same Leadership Team, and share Core Services, Fundraising and Resources.

In all that YMCA Exeter does, we seek to serve our service users, partner agencies and the general public in a way that practically demonstrates our clear Christian ethos, as set out in our Ethos Statement. As a team, we are committed to daily prayer and to seeking God's wisdom in the various situations we face. These corporate acts of Christian worship are vital aspects of our team life and central to the work of the organisation. Staff members are expected to demonstrate the Christian ethos of YMCA Exeter Group in their lives, work, and interaction with one another, clients, other agencies and the general public.

6. MAIN RESPONSIBILITIES

a) In accordance with the ethos of the organisation, demonstrate the love of Christ to YMCA clients, service users, staff, other agencies and members of the public by personal conduct, by the delivery of a high quality and effective service, by regular prayer within the staff team, and by responding positively to any opportunity that arises to explain the Christian faith and the ethos of YMCA Exeter.

b) To lead on designing and delivering a programme of structured and reactive youth work for young people in South Molton at times to be determined by line manager, including some, or all of the following:
   i) Assisting in running a programme of positive activity for young people. This will address identified needs such as low self-esteem, alcohol and drug misuse, sexual health, spirituality, low self-confidence and poor assertiveness
   ii) Engaging in detached youth-work sessions, from the Pannier Market, to develop relationships and trust with young people in the community and to identify their needs and aspirations
   iii) Working with young people to co-design a second weekly session based around an activity at the YMCA Centre
   iv) Providing a positive role model to young people at all times
   v) Providing individualised support for young people as appropriate, delivered within appropriate safeguarding and professional boundaries.
   vi) Handling safety and risk concerns during sessions in liaison with the safeguarding leads to ensure issues and concerns are handled effectively.

c) To ensure that the Youth-work Project genuinely reflects the Christian ethos of YMCA Exeter in its way of working, in team relationships, in the way it relates to service users and other agencies, including:
   i) Demonstrating the love of Christ to service users and representatives of other agencies by personal conduct, and in the delivery of a high quality and effective service.
   ii) Providing Christian leadership, support and encouragement to the sessional youth worker and volunteers involved in delivering Youth-work, including ensuring regular prayer for one another and for participants.

d) To keep accurate records, both paper and digital, to assist in administrative and monitoring tasks, and to work with relevant IT systems and databases.
e) At all times, work and behave in full compliance with all relevant legislation and regulation, as well as YMCA Policies, Procedures and Guidance, and in a manner consistent with the ethos of YMCA.
f) To assist in raising the profile of the work of YMCA in the locality.
g) To perform any other duties required by your Line Manager within your capability.

7. RELATIONSHIPS

The post holder has the following key relationships within the organisation:

Community Development Coordinator (CDC): The post holder will report directly to the CDC.

Senior Sessional Youth Worker: The post holder will be supported by the Senior Sessional Youth Worker during the sessions

Signature ……. Date …….

Job Description
Sessional Youth Worker

(Revised: Sep 2022)

1. EMPLOYER: YMCA EXETER COMMUNITY PROJECTS
39/41 St David's Hill
Exeter EX4 4DA

Tel. 01392 410530

2. JOB TITLE: Sessional Youth Worker

3. RESPONSIBLE TO: YMCA South Molton Community Development Coordinator

4. JOB PURPOSE: To prepare and deliver informal and structured weekly youth work sessions.

To carry out all duties in a way that reflects the love of Christ and the ethos of YMCA Exeter, including in the delivery of a high quality and compassionate service.

5. ORGANISATIONAL CONTEXT

YMCA Exeter consists of three registered charities, all companies registered by guarantee.

- City of Exeter YMCA Housing Association
- YMCA Exeter Community Projects
- YMCA Centres (South Molton)

These three organisations are legally charities yet operate in close partnership. All three charities are led by the same Leadership Team, and share Core Services, Fundraising and Resources.

In all that YMCA Exeter does, we seek to serve our service users, partner agencies and the general public in a way that practically demonstrates our clear Christian ethos, as set out in our Ethos Statement. As a team, we are committed to daily prayer and to seeking God's wisdom in the various situations we face. These corporate acts of Christian worship are vital aspects of our team life and central to the work of the organisation. Staff members are expected to demonstrate the Christian ethos of YMCA Exeter Group in their lives, work, and interaction with one another, clients, other agencies and the general public.

6. MAIN RESPONSIBILITIES

a) In accordance with the ethos of the organisation, demonstrate the love of Christ to YMCA clients, service users, staff, other agencies and members of the public by personal conduct, by the delivery of a high quality and effective service, by regular prayer within the staff team, and by responding positively to any opportunity that arises to explain the Christian faith and the ethos of YMCA Exeter.

b) To assist in preparing and delivering a programme of structured and reactive youth work for young people in South Molton at times to be determined by line manager, including some, or all of the following:
   i) Assisting in running a programme of positive activity for young people. This will address identified needs such as low self-esteem, alcohol and drug misuse, sexual health, spirituality, low self-confidence and poor assertiveness
   ii) Engaging in detached youth-work sessions, from the Pannier Market, to develop relationships and trust with young people in the community and to identify their needs and aspirations
   iii) Working with young people to co-design a second weekly session based around an activity at the YMCA Centre
   iv) Providing a positive role model to young people at all times
   v) Providing individualised support for young people as appropriate, delivered within appropriate safeguarding boundaries.

c) To ensure that the Youth-work Project genuinely reflects the Christian ethos of YMCA Exeter in its way of working, in team relationships, in the way it relates to service users and other agencies, including:
   i) Demonstrating the love of Christ to service users and representatives of other agencies by personal conduct, and in the delivery of a high quality and effective service.
   ii) Providing Christian leadership, support and encouragement to volunteers involved in delivering Youth-work, including ensuring regular prayer for one another and for participants.

d) To keep accurate records, both paper and digital, to assist in administrative and monitoring tasks, and to work with relevant IT systems and databases.
e) At all times to work and behave in full compliance with all relevant legislation and regulation, as well as YMCA Policies, Procedures and Guidance, and in a manner consistent with the ethos of YMCA.
f) To assist in raising the profile of the work of YMCA in the locality.
g) To perform any other duties required by your Line Manager within your capability.

7. RELATIONSHIPS

The post holder has the following key relationships within the organisation:

Community Development Coordinator (CDC): The post holder will report directly to the CDC.

Senior Sessional Youth Worker: The post holder will be supported by the Senior Sessional Youth Worker during the sessions

Signature ……. Date …….