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**APPLICATION FORM for SENIOR YOUTH WORKER**

**(CVs not accepted)**

**CONFIDENTIAL**

Please use **BLOCK CAPITALS** and continue on separate sheet(s) if space is inadequate.

**PERSONAL DETAILS**

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| **YOU** | | | | |
| Forename(s): | Surname: | | | |
| Address: | | | | |
| Email: | Postcode: | | | |
| Telephone: | Mobile: | | | |
|  |  | | | |
| Do you have a current valid driving licence? | Yes | No |  | |
| Do you have access to a car? | Yes | No |  | |
| If you have a driving licence, is it: | PROVISIONAL | | FULL | HGV |
| How did you learn of this vacancy?  Are you to your knowledge related to or know any member or officer of Keynsham Town Council? If so, please give details:  ………………………………………………………………………………………………… | | | | |

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| Please tell us what skills and personal qualities you have to enable you to work successfully in this role. |

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| **EDUCATION DETAILS** | | |
| Please give details of all secondary education including examinations taken *(with results).* | | |
| Schools/Colleges | Courses/Exams | Qualifications obtained date |
| State any other achievements during education.  ……………………………………………………………………………………………………………………………………………  *Please be prepared to provide certificates of pass. etc.* | | |

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| **FURTHER/HIGHER EDUCATION DETAILS** | | |
| Please give details of any university course or other further education undertaken (including youth training, technical courses, vocational studies, correspondence courses, etc.) | | |
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| *Please be prepared to provide certificates of pass. etc.*  **Other training and courses attended in the past five years;** | | |

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| **PUBLIC OR VOLUNTARY COMMITMENTS** |
| Please give details of membership of any public or voluntary body and indicate the approximate time commitment entailed. |
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| **EMPLOYMENT DETAILS** |
| Please give details of relevant previous employment/key achievements that might help us assess your suitability for the job for which you are applying, starting with the most recent employment and working backwards. |
| **CURRENT/LAST EMPLOYER:**  Dates from to  Name:  Address:  Postcode:  Position(s) held: Salary/Wage:  Reason for leaving:  Notice period:  Does your current contract of employment contain any restrictions that prevent you from competing with your current employer or soliciting its customers after you have left? YES NO  ***If YES,*** *please supply a copy of your contract of employment.*  **Contact for reference 1 - current employer,** if possible:  **Telephone:**  **Contact for reference 2:**  **Telephone**:  *Please note that we will not contact your present employer for a reference without your permission. However, any job offer made will be subject to receipt of satisfactory references. It is our policy to contact ALL named referees.*  May we contact your current employer for a reference? YES NO |

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| **PREVIOUS EMPLOYMENT (1):**  Dates From To  Name: ………………………………………………………………………………………………………………………  Address:  Post Code:  Position(s) held: Salary/Wage:  Outline of duties/key achievements:    Reason for leaving: |

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| **PREVIOUS EMPLOYER (2):**  Dates from .to  Name: ……………………………………………………………………………………………………………………  Address:  Position(s) held: Salary/Wage:  Outline of duties/key achievements:  Reason for leaving: |

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| **RIGHT TO WORK IN UK** |
| Are you legally entitled to work in the UK? YES NO  *We will require evidence of this prior to commencing employment* |

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| **CRIMINAL RECORD** |
| Have you ever been convicted of a criminal offence? YES NO  Declaration subject to the rehabilitation of Offenders Act 1974  **If YES,** please give details: ……………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………….. |

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| **SAFEGUARDING**   |  | | --- | | Previous experience/knowledge of safeguarding: |   **INTERESTS, HOBBIES AND SPORTS** |
| Please give details of all your spare time interests and hobbies including details of membership of bodies, committees, voluntary work: |

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| **HEALTH** |
| Do you require any reasonable adjustments for the interview and selection process?  **If YES,** please give details: ………………………………………………………………………………………………….  ………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………… |

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| **DATA PROTECTION** |
| The Data Protection Act 1998 (“the Act”) sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent, we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application (“the information”) will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.  I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.  Signed: Date: |

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| **UNDERTAKING** |
| Please read and sign the following undertaking:  *I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.*  Signed: Date:  **Note: We are an equal opportunities employer and will not tolerate discrimination in any form.** |

**Please note the closing date is Monday 31st March 2025 at 5.00 p.m. and interview dates will be confirmed after short-listing.**

**Email to:** [**townclerk@keynsham-tc.gov.uk**](mailto:townclerk@keynsham-tc.gov.uk)

**Or deliver/post to Keynsham Town Council, 15-17 Temple Street, Keynsham. BS31 1HF. Tel: 01179 868683**

**JOB DESCRIPTION**

**THE ROLE**

Keynsham Town Council are looking for a responsible individual to work in conjunction with the Town Clerk and the Council’s Youth Strategy Working Group, to develop and deliver a challenging and progressive work programme in a safe and supportive environment, ensuring a wide range of informed development opportunities and activities for young people aged 11 – 19 years (up to 25 years with special needs) according to their needs and requirements.

The Senior Youth Worker will work with the Youth Strategy Working Group to formulate an overall Strategic Plan for the future provision of high-quality youth work in Keynsham and surrounding areas.

Following approval of the Strategic Plan by the Town Council, the Senior Youth Worker will alongside the Town Clerk plan, develop and manage youth work in Keynsham on behalf of the Town Council’s own Youth Service (TimeOut), whilst continuing to work collaboratively with, and commissioning from, other providers.

**RESPONSIBLE FOR:**

* The effective day to day running of the TimeOut Youth Service
* To work effectively as part of the Town Council’s Leadership Team under the direction of the Town Clerk
* The recruitment of youth service staff and the appointment of outside contractors (as required) In conjunction with the Town Clerk and Town Council’s Personnel Committee.
* The Senior Youth Worker will manage, support, supervise and develop a team of part time staff and volunteers, to ensure that they plan, deliver and evaluate a range of curriculum based positive activities that meet both the Council and local needs.
* Develop School Partnership work to support partnership work and youth engagement
* The submission of grant funding applications (in accordance with the Town Council’s Grants Submission Policy)
* The development of appropriate evaluation and monitoring in line with the Town Council’s requirements
* Create, develop and monitor safe practices within the Town Council’s youth service.
* Engage and develop young people’s interest in positive activities to form an inclusive community
* Promotion of projects/workshops for youth engagement
* To be the Designated Safeguarding Officer for the Council, promote safeguarding
* Identifying and acting on any safeguarding concerns

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

* To establish contact and work with young people within the community with a view to developing their Social, Educational and Emotional Wellbeing through an outreach service in the community and in local schools.
* To establish effective working relationships with other professional and volunteer bodies,that encourage and practice partnership working in the delivery of services for young people
* To lead and direct the work of the Town Council Youth Team
* To inform and support the work programme of the Youth Team
* To work closely with the Town Council’s Youth Service Administrator to ensure a smooth running of the TimeOut Youth Club.
* To ensure that the Youth Service is effectively organised and resourced, and that the Youth Service budget is effectively managed by working closely with the Town Clerk and Responsible Financial Officer, in accordance with Council financial regulations; and to maximise the opportunities for bringing in additional funding to support work with young people within the area.
* To attend all relevant meetings pertinent to the post.
* To meet the requirements of the service as set by the Town Council and Town Clerk to evaluate and monitor all areas of work.
* To produce and/or present written or oral reports as, and when required or requested
* To oversee the delivery of projects, targets and outcomes and the adherence of high professional standards of work.
* To ensure the development and communication of clear service objectives.
* To develop and work in conjunction with the Town Council’s Communication and marketing Officer on social media, website and other methods/formats for communication and promotion of the Youth Service and to encourage engagement
* To participate in training and development activities as required and assist with the training and development of the Youth Team members
* To carry out all work to the Town Council’s policies, procedures and values
* Undertake Risk Assessments in conjunction with the Youth Service Administrator, prior to activities (all to be approved by the Town Clerk) and undertake dynamic Risk Assessments during activities
* To take responsibility to meet targets and deadlines, as per agreed work plans.
* To establish a work plan/programme in line with Keynsham Town Council Youth Service priorities arising from the Strategic Plan including the contracting of specific services by other providers, with approval of the Town Clerk, where appropriate
* To work with Young People and outside agencies to deliver/promote engagement activities with young people to determine how they wish to see their town develop
* To work with Young People and stakeholder groups to develop a Keynsham Youth Charter and opportunities for empowerment, development and involvement of young people within the town that promotes young people’s views, creates social change and ensures the voice of Young People is heard
* To work with Keynsham Now Youth Council, as and when required.
* To develop and implement opportunities for young people to volunteer within the youth project or other agencies and support further personal development through relevant training.
* To assist young people in the gathering of evidence for the accreditation and recording of their learning, and to ensure that accreditation and recorded outcomes targets are established by the Town Council.
* All employees are expected to demonstrate a commitment to the principle of Equal Opportunities, both in relation to employment and service delivery.
* To assist in ensuring that the Youth Team is responsive to community need and that equal opportunity and health, and safety issues are identified and addressed effectively.
* To contribute to co-operative working across services in accordance with the Council’s Vision and Values.
* To assist in ensuring effective external and internal working relationships are established and maintained with organisations and agencies relevant to the work of the Youth Service.
* To ensure effective and accessible communication with staff, users, the general public and others as appropriate.
* To promote and support the development of effective team working, ensuring that staff are motivated and have opportunity to develop personal potential within the Town Council.
* To produce an annual development plan, budget and funding strategy for Youth Services provision
* To ensure the Key Performance indicators (as set annually by the Council) that are associated with the role and the Youth Service are achieved

**GENERAL**

* The post holder will be expected to work 4 sessions per week and occasional weekend and residential sessions, as required.
* The postholder will be expected to assign 10 hours per week to Strategic Development and new initiative work
* The post holder will be expected to be responsible for his/her own personal health, safety and welfare in the workplace.
* The post holder is expected to promote good equal opportunities practices and to take positive steps to counter discrimination however and wherever it occurs.
* The post holder will be expected to be attend meetings and training activities associated with the position, for which casual car allowance will be payable.
* The post requires references prior to appointment and an enhanced DBS Certificate.
* This job description only contains the main accountabilities relating to this post and does not describe in detail all the duties required to carry them out.
* To undertake such other duties and responsibilities as are specified by the Town Council.
* Expectation that all staff and volunteers have a commitment to safeguarding young people / keeping them safe.
* Reports to the Town Clerk.

Note: This job description is a guide only and whilst it covers most aspects of the post, the post holder will be required to carry out other duties commensurate with the post.