

**APPLICATION FORM for ASSISTANT YOUTH SUPPORT WORKER**

**(CV’s 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: | | | | |
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| Telephone: | Mobile: | | | |
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| Do you have a current valid driving licence? | Yes  xxX | 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/Grades 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.) | | |
| University/FE College | Courses/Exams | Qualifications obtained/ Grade/Date |
| *Please be prepared to provide certificates of pass. etc.* | | |

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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  Name:  Address:  Postcode:  Contact for reference:  *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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| **CURRENT/LAST EMPLOYER (CONT)**  Position(s) held: Salary/Wage:  Outline of duties/key achievements:  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  X  ***If YES,*** *please supply a copy of your contract of employment.* |
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| **PREVIOUS EMPLOYER (1):**  Dates From  Name:  Address:  Contact for reference:  May we contact for a reference? YES NO  Position(s) held: Salary/Wage:  Outline of duties/key achievements:  Reason for leaving: |

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| **PREVIOUS EMPLOYER (2):**  Dates from  Name:  Address:  Contact for reference:  May we contact for a reference? YES NO  Position(s) held:  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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| **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 Friday 19th August 2022, shortlisting will be undertaken and successful candidates will be notified of the interview date.**

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

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

**PART-TIME OUTREACH and CENTRE-BASED**

**ASSISTANT YOUTH SUPPORT WORKER**

**10.5 HRS PER WEEK**

**Salary Range JNC 5 -7 (£19,308 -£19,631)**

**pro-rata (£5634 - £5571)**

**plus, Local Government Pension Scheme Membership,**

**salary depending on qualifications and experience**.

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**JOB DESCRIPTION**

*Role as Outreach and Centre Based Assistant Youth Support Worker*

1. **PURPOSE OF JOB**

To carry out Outreach work or Centre work as required. To work with young people to actively encourage their personal and social development. This will be achieved through face to face work with young people on projects and initiatives within structured and unstructured settings developed by this post.

**2. RESPONSIBILITIES**

* With the Youth Support Workers and Youth Development Leader, support and participate in the formulation of detailed team objectives and policies.
* With the Youth Support Workers and Youth Development Leader ensure the effective and efficient implementation of the Town Council policies and the achievement of the Town Council’s objectives.
* To assist in ensuring that the Outreach team is responsive to community need and that equal opportunity and health and safety issues are identified and addressed effectively.
* To assist in ensuring effective external working relationships are established and maintained with organisations and agencies.
* To ensure effective and accessible communication with staff, users, the general public and others as appropriate.

1. **DUTIES**

* Develop relationships with young people based on mutual respect and trust.
* Promote the development of Equal Opportunities, including developing awareness of young people around these issues
* Work as a reflective practitioner, and enable young people to reflect on their own learning
* To assist young people in the gathering of evidence for the accreditation of their learning.
* To work with a range of statutory and voluntary agencies to support youth work initiatives with targeted young people, in line with agreed objectives.
* To develop opportunities and activities to support the work of empowering young people in Keynsham, including knowing their rights and responsibilities, particularly young people ‘at risk’.
* To record, monitor and evaluate all work relating to this post.

1. **CONTACTS**

* Young People, the community of Keynsham and Keynsham Town Council
* Relevant services and agencies within the statutory, voluntary and commercial sector
* Schools, colleges and other youth organisations.

**5.** **PROJECTS**

* To maintain and develop existing youth work projects/initiatives in the Keynsham area, and to support the development of new youth work initiatives, setting clear timescales and exit strategies, in agreement with the Youth Support
* To ensure that the projects are effectively organised and resourced, and that the budget of the project is effectively managed.
* To ensure equality of opportunity in all activities of the project, and the health and safety of all service users and staff.

*Other areas of responsibility*

* To undertake such other duties and responsibilities as are specified by the Youth Support Worker/Youth Development Leader and are commensurate with the level of the post.
* To be responsible for his/her own personal health, safety and welfare in the workplace.
* To promote good equal opportunities practices, and to take positive steps to counter discrimination.
* To have a commitment to safeguarding young people and keeping them safe.

*Working hours:* The post is for 10.5 hours a week, in the evenings. The post holder will be expected to work/be available outside normal office hours. Some weekend work may be required. The post holder must be able to travel to occasional meetings and training activities, and any other agreed travelling appropriate to this position.

*Reports to:* The Youth Development Leader and 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.

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| Text  Description automatically generated with medium confidence **KEYNSHAM TOWN COUNCIL**  **JOB SPECIFICATION**  POST TITLE: **OUTREACH AND CENTRE BASED ASSISTANT YOUTH SUPPORT WORKER**  DATE PREPARED: May 2016 | | |
| **REQUIREMENT** | **ESSENTIAL** | **DESIRABLE** |
| EDUCATION & QUALIFICATIONS | Must demonstrate ability and commitment to achieve a Level 2 Youth Work Qualification as recognised by the JNC Report for Youth and Community Workers within 2 years | Level 2 Youth Work Qualification recognised by the JNC Report for Youth and Community Workers (or previous equivalent) |
| EXPERIENCE | Demonstrate previous experience of involvement with young people has contributed to development. | Activity skills  Experience of work with other agencies on safeguarding matters |
| SKILLS & KNOWLEDGE | An understanding of the issues affecting young people in today's society.  Demonstrate a commitment to developing an awareness of equalities issues.  Demonstrate effective communication skills.  Ability to develop, build and sustain effective relationships with young people.  Knowledge of safeguarding issues/ procedures. Awareness of Working Together to Safeguard Children | Knowledge of accreditation schemes for young people.  Deliver a programme of curriculum activities. |
| ABILITIES | Demonstrate the enthusiasm and self motivation to work effectively with a busy team delivering a challenging service. | Able to work on own initiative, be adaptable and assess risks |
| OTHER REQUIREMENTS | Ability to work unsociable hours including regular evening work and occasional weekends.  The ability to cope with the duties and responsibilities of the post and the associated environment. |  |