YMCA
DOWNSLINK GROUP

Application Pack
Dear Applicant,

Re: Girls’ and Young Women’s Counselling Coordinator

Thank you for your interest in the above post.

Enclosed is a job pack containing the following:

▶ Welcome to Applicants
▶ The YMCA Movement & Our Vision
▶ About Us
▶ Job Profile
▶ Person Specification
▶ Principal Terms & Conditions
▶ Our Structure
▶ Policy on the Recruitment of Ex-Offenders

I have also enclosed an application form for your completion. Please be aware that the closing date for this vacancy is Monday 17 June at 9am and the interview date is Tuesday 25 June 2019.

Please return email applications to recruitment@ymcadlg.org or hard copies by hand or post to Human Resources, Reed House, 47 Church Road, Hove, BN3 2BE.

We look forward to receiving your completed application. If you have not heard from us within 2 weeks of the closing date, please assume that your application was not successful on this occasion.

Due to the nature of this post, it is open to female applicants only, as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.

YMCA DownsLink Group requires all staff and volunteers to be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Successful applicants are required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

Yours faithfully,

Caitlin Horne
HR, Recruitment & Training Administrator
Welcome to Applicants

Thank you for your interest in this role and I hope you find this pack and our website www.ymcadlg.org answer your questions. You probably will have heard of YMCA, the largest and oldest youth charity in the world but you may not have heard about us. YMCA DownsLink Group is a grouping of local YMCAs across Sussex and Surrey, who over the past seven years have taken the decision to work more formally together to increase the capacity and impact of YMCA work in the region. Our last merger was in June 2018 when we welcomed Eastbourne & Wealden YMCA into the organisation. We took our name from a well-known bridle path that connects the South and North Downs called the Downs Link Way, following the merger of Sussex Central YMCA and Guildford YMCA in 2014. So, while we have a long heritage, we are a young and ambitious organisation. This creates opportunities that I hope you will relish.

Our localities

Our projects
We believe that the work of the YMCA is transformational, and our vision is built on transforming young lives. At YMCA DownsLink Group our work is targeted towards young lives on the fringes of our society with the aim of helping them to belong, contribute & thrive. Our services are focused on five key themes:

1. Helping young people belong in the local communities they live in
2. Supporting wellbeing in young lives
3. Keeping children & young people safe
4. Helping young people achieve
5. Empowering young people to influence

Last year our services reached over 13,000 young lives across Sussex & Surrey. We are an ambitious organisation committed to further increasing our reach and the impact of our work.

I hope that you are sufficiently interested to read on and find out more about YMCA DownsLink Group and this role. I look forward to receiving your application and wish you well.

I welcome your interest.

Chas Walker
Chas Walker
CEO, YMCA DownsLink Group
The YMCA Movement

YMCA

The YMCA is the largest and oldest youth charity in the world. It is a global, faith-based movement responding to the needs of young people around the world. From its humble beginnings in the City of London in 1844, the YMCA has grown to become a worldwide organisation reaching over 55 million members in 119 countries. As the founding ‘country’, YMCA England & Wales plays an important role in the worldwide movement and as a local YMCA we are committed to be an active member of the YMCA movement nationally and internationally.

YMCA England & Wales

The YMCA Movement in England, Wales is a federation of over 112 YMCAs that work across 740 recognised communities in England & Wales. Each YMCA is an independent, self-governing charity that affiliates to the YMCA Federation. YMCA England & Wales supports and facilities the work of the Federation providing the YMCA with a national voice in supporting the YMCA vision of transforming communities, so all young people can belong, contribute & thrive. It also supports YMCAs by promoting high standards of working, sharing best practice, fundraising on their behalf, partnering with them to pilot new projects, and providing training opportunities for their staff and volunteers.

Our Vision

*Our vision is of an inclusive Christian movement transforming communities so that all young people can belong, contribute and thrive.*

You will need to demonstrate a commitment to our aims and ethos, but *do not* have to be a practicing Christian to be part of our organisation. We value diversity in our staff team to reflect the people that we work with and our aim to be inclusive and celebrating diversity.
About Us

YMCA DownsLink Group has approximately 400 staff and 150 volunteers and our current turnover is £12million. On an annual basis, we accommodate over 900 young people every year, provide community-based support, learning and advice services to over 5,000 young people and our specialist therapeutic services work with over 7,000 children, young people and families. To read our latest Snapshot and find out more about our work last year, please click here.

YMCA DownsLink Group has an ambitious vision for the future which we launched in 2016 as our 2020 Vision with its aim to help transform us into a youth minded community approach organisation.

We want to be an organisation that is strongly rooted in the local communities in which we work, reflecting the ‘DNA’ of the YMCA that we are a ground up rather than top down Movement, where YMCAs come out of and are supported through local communities. Our aim is to grow the number of local YMCAs that YMCA DownsLink Group can support across Sussex and Surrey.

Alongside the local approach we also want to be an innovating organisation, developing specialist services that support our vision of young people belonging, contributing and thriving. So, we have continued to invest in ‘signature’ YMCA programs such as YMCA Dialogue, our counselling and wellbeing services, YMCA WiSE, our specialist exploitation service and many more. To find out more about our 2020 Vision please click here.

For examples of our work with young people and the impact it has, please click here.
## Job Profile

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Girls and Young Women Counselling Co-Ordinator</th>
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<tr>
<td>Reporting to</td>
<td>West Sussex Therapeutic Services Manager</td>
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<tr>
<td>Service Area</td>
<td>Children and Young People’s Wellbeing Service</td>
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<tr>
<td>Location</td>
<td>West Sussex – Horsham Y centre/Crawley wellbeing centre</td>
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<tr>
<td>Contract Type and</td>
<td>2 year Fixed term contract</td>
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<tr>
<td>Employment Period</td>
<td>30 hours - 4 days a week, days and times to be negotiated</td>
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### Job Purpose:

To coordinate and deliver an innovative and clinically excellent therapeutic service for girls and young women aged 16-25. This service will include one to one counselling, groupwork and building partnerships with other VAWG (Violence Against Women and Girls) services, particularly those specialising in supporting BAME (Black and Minority Ethnic) women and girls. This is a new service funded by the Government’s tampon tax fund and the post holder will be required to establish the service in West Sussex by building strong partnerships with other agencies.

### Responsibilities:

**Project Co-ordination**

- To maintain the day-to-day running of the service; developing, implementing and reviewing organisational systems for triage, client assessment, allocation, referral and waiting list.

- To work with the therapeutic services manager around project management and development e.g. the development of groupwork programmes for girls and young women.

- In liaison with the West Sussex Therapeutic Services Manager implement, review and develop policies and procedures to ensure the smooth and safe running of the service, its staff, volunteers and service users.

- Support the development of the service in line with the strategic plan, proactively liaising with other relevant statutory and voluntary organisations as necessary.

- Support the process of data collection (CYP IAPT tools), monitoring and evaluation for the service, including analysing and interpreting data to inform and progress service development.

- Support the production of narrative, statistical and financial information as necessary for funders, stakeholders and line manager.

- To keep suitable case records according to YMCA DLG policy, legal and other requirements; ensuring that all client case records and files are maintained and securely held.

- Represent Therapeutic Services at relevant meetings both internally and externally where necessary.

- Lead on user consultation for the girls and young women’s service, ensuring the service is led by the voices of girls and young women who have accessed the service.
• Answer enquiries from service users (girls and young women, parents and other professionals).

• Lead on engaging partner agencies, in particular VAWG services in the community, to build the profile of the service, accumulate referrals and create access points for referring into other services.

• Attend internal team meetings and line management supervision with line manager.

**Resource Management**

• To work with the YMCA DLG Therapeutic Services Administration Team to ensure administration processes are smooth and clearly defined.

• To create comms and marketing information and ensure that a comms and marketing strategy is worked to for the service.

**Clinical**

• Carry out individual assessments and face to face counselling to girls and young women aged 16-25 who have had experiences of violence and/or insecure housing.

• To work within the BACP Ethical Framework and to uphold the clinical standards that are expected from a BACP Accredited Service.

• To work within the framework of an 8 session model.

• To seek consultation from line manager/clinical supervisor on the clinical delivery of the service, including safeguarding/child protection issues and decision making with regard to the client group.

• To refer and signpost girls and young women to other appropriate agencies e.g. MASH, CAMHs/AMHS, third sector organisations etc where necessary.

• To act as a point of contact for the consultation of referrals into the service.

• Support with the triaging of young women referred to the service.

• To support administrators in managing the waiting list of girls and young women referred to the service.

• To work systemically e.g. liaise with and include parents/carers, educators, health professionals where appropriate and as agreed by the client.

• To liaise with other agencies in discussion with the Therapeutic Services Manager as required with respect to risk and child protection issues

• Attend clinical supervision with assigned supervisor

• To develop and deliver a series of group work sessions for girls and young women, focussing on LGBTQ+ young women and BAME young women and issues such as domestic abuse, sexual violence, relationships, self esteem etc.
**General**

- To work within YMCA DLG Therapeutic Services policies and procedures
- To work at all times within the ethics and guidelines of the British Association of Counselling and Psychotherapy (BACP)
- To carry out any other tasks that may from time to time be requested and that are in accordance with the post holder’s capabilities
- To work within all YMCA DLG policies and procedures at all times and to abide by the Code of Conduct
- To attend YMCA DLG mandatory training and abide by our policies and procedures on Safeguarding, Health and Safety and Equality and Diversity
- To attend appropriate continuing professional development and training events and be committed to team events

**Person Specification**

**Knowledge, Job Related Skills, Qualifications & Experience:**

<table>
<thead>
<tr>
<th>Experience</th>
<th>Knowledge of supporting vulnerable young women/those identifying as female, including those who have had experiences of gender based violence and/or insecure housing</th>
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<tr>
<td></td>
<td>Experience of project development work</td>
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<td>Experience and / or knowledge of local statutory and voluntary agencies</td>
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<td>Engagement and participation with young people</td>
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<td>Experience of project monitoring / evaluation and reporting</td>
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<td>Experience of working within a multi-agency setting</td>
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<td>Experience of carrying out counselling assessments</td>
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<td>Experience of working with complex safeguarding situations</td>
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<td></td>
<td>Experience of managing administrative tasks including report writing</td>
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<td>Experience of setting up and delivering therapeutic groups</td>
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<td>Experience of building strong partnerships with stakeholders, statutory and voluntary services</td>
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**Skills & Abilities**

Excellent written and verbal communication skills

Excellent IT skills

Good assessment skills, including on-going assessment of risks

Flexible interpersonal attitude

Ability to organise and prioritise work and co-ordinate a variety of tasks in a clear and logical way and meet agreed deadlines

**Qualifications & Training**

More than 2 years post-qualified at graduate or post graduate level Counselling Diploma or equivalent [of two years minimum duration including personal counselling or psychotherapy].

BACP Registration or Accreditation and/or eligible for other Professional Accreditation eg. UKCP/HPC.

An in depth understanding of counselling theory & practice and working to short-term models.

**Knowledge**
<table>
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<th>A sound knowledge of Child Protection Issues and procedures</th>
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<td>A sound understanding of Child developmental processes</td>
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<td>A sound understanding of mental health services for young people/young adults and the associated thresholds</td>
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<td>Demonstrate a working understanding of the principle of equal opportunities as it applies to the context of the post</td>
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<tr>
<td>Knowledge and understanding of best practice in relation to engagement and participation of young people</td>
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<tr>
<td>An understanding of psychodynamic theory and practice and the capacity to use both flexibly in working with young people (desirable)</td>
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<tr>
<td>An understanding of safeguarding procedures</td>
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<tr>
<td>A sound understanding of the causes and types of VAWG and the services available to survivors</td>
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**General**

A commitment to the Aims and Purposes of YMCA DLG.
Principal Terms & Conditions

1. **Salary and benefits**
   - £29,795 per annum, pro rata, plus the following benefits:
     - Competitive stakeholder pension: with Legal and General.
     - Health shield cash plan: covers the cost (up to an agreed limit) of health and well-being treatments.
     - Life assurance policy: 2x annual salary
     - Childcare voucher scheme
     - Cycle to Work scheme / interest free bike loan
     - Company sick pay (up to 5 days in first 6 months, up to 10 days in first year, and up to 20 days after 1 years’ service. Pro-rated for part time staff)

2. **Holiday entitlement**
   27 working days (rising to 29 after 5 years’ service) plus all public holidays (pro-rated for part time staff).

3. **Working hours**
   Normal hours of work are 30 hours per week.

4. **Working Pattern**
   Days and times to be negotiated

5. **Location**
   Your normal place of work will be Crawley and Horsham, West Sussex

6. **Probation**
   There is a six-month probationary period
Policy on the Recruitment of Ex-Offenders:

YMCA DownsLink Group actively promotes equality of opportunity for all, with the right mix of talent, skills and potential, and applications are welcome from a wide range of candidates.

We undertake not to discriminate unfairly against any applicant on the basis of a criminal record or other information revealed. Criminal records and other information will be taken into account for recruitment purposes only when they are relevant.

We select all candidates for interview based on their skills, qualifications and experience. We ask all applicants called for interview to provide details of their criminal record. Depending on the nature of the position applied for, YMCA DownsLink Group may request details of your entire criminal record or only of ‘unspent’ convictions as defined in the Rehabilitation of Offenders Act 1974.

We request that this information is sent under separate, confidential cover to a designated person within YMCA DownsLink Group and we guarantee that this information is only seen by those who need to see it as part of the recruitment process. We would point out that for the successful candidate, this information will be verified by requesting a Disclosure statement from the Disclosure and Barring Service before the appointment is confirmed.

Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or subsequent dismissal.

We ensure that all those in YMCA DownsLink Group who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position.

For those positions where a Disclosure is required, application forms and guidance notes will contain a statement that a Disclosure will be requested in the event of the candidate being made a conditional offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with YMCA DownsLink Group. This will depend on the nature of the position and the circumstances and background of any offences. However, as the nature of the YMCA DownsLink Group’s work brings its employees & volunteers into contact with young people (those under 18 years old) and/or vulnerable adults, a criminal record or other information which makes an application unacceptable for a position of trust will render the applicant unsuitable.

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants’ suitability for positions of trust, this policy complies with the DBS Code of Practice.

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1 Applicants for certain positions who are made a conditional offer of employment will be subject to a criminal record check – known as Disclosure – from the Disclosure and Barring Service
Declaration of Criminal Background & Guidelines for Working with Young People and/or Vulnerable Adults

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 in 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 young people 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.

If you are invited to an interview, please bring with you a completed Declaration of Criminal Background Form which is enclosed in this application pack. It asks for details of spent and unspent convictions, cautions, reprimands and final warnings. You should complete the form and place it in an envelope marked 'Private and Confidential', addressed to the Interview Panel. Your name should be clearly stated on the front.

The information relating to criminal convictions will only be seen by the interview panel if we are considering offering you employment. If you wish to discuss the information that you have given, please mention this to an interviewer. Having made its selection, the panel may wish to discuss any information given with you. Having a conviction will not necessarily bar you from consideration for the post. Criminal records will be taken into account only when they are relevant to the position for which you are applying. The information you provide will remain confidential.

If you are made a conditional offer YMCA DownsLink Group will apply for an Enhanced DBS Disclosure depending on the nature of the job.

The DBS 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. DBS Disclosures are provided by the Disclosure and Barring Service, an executive agency of the Home Office. Enhanced disclosures 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 this type of work. Organisations using the DBS process must comply with the Code of Practice, a copy of which is available on request.

If you have any queries, please speak to a member of the HR team.