

Application Pack



YMCA

YMCA
DOWNSLINK GROUP



Dear Applicant,

Thursday, 10 December 2020

**RE: EMOTIONAL HEALTH AND WELLBEING WORKER
CLOSING DATE: FRIDAY 8TH JANUARY 2021 AT 9AM
INTERVIEW DATE: 14TH JANUARY 2021**

Thank you for your interest in joining the YMCA DownsLink Group.

This job pack contains the following:

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

To apply, use this job pack and person specification to complete the application form and submit via email to recruitment@ymcadlg.org, preferably as a Word document. Put the job title in the subject bar and ideally save your application as 'your name APPLICATION'. If you would like a form with a dyslexia-friendly font, please get in touch.

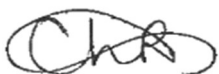
If you have not heard from us within 2 weeks of the closing date, please assume that your application was not successful on this occasion.

YMCA DownsLink Group welcomes applications from all sections of the community. We value diversity and promote inclusion, which we demonstrate through our activities, as well as in our policies and working practices. Reinforced by our culture and values, we seek to create an inspiring and inclusive place to work.

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 a full enhanced disclosure via the Disclosure and Barring Service (DBS).

We look forward to receiving your application.

Yours faithfully,



Charley Lockie
Recruitment and HR Administration Manager

Job Profile **Emotional Health & Wellbeing Worker**

Reporting to CYP WELLBEING DEPUTY SERVICES MANAGER

Service Area CHILDREN AND YOUNG PEOPLE

Location YOUTH ADVICE CENTRE (YAC), BRIGHTON

Job Purpose

YMCA DownsLink Group (YMCADLG) is a main partner in Brighton and Hove's new all ages Community Wellbeing Service (CWS). This role will provide emotional health support options for young people, including skills-based interventions, brief interventions, psychoeducation support, group work and triage. The post holder will be part of the wider Brighton and Hove Children & Young People's Wellbeing Service (CYPWBS). This is a collaboration of four organisations (YMCA DownsLink Group, HERE, MIND in Brighton & Hove and Sussex Partnership Foundation Trust.) The Children & Young People's Service provides Primary Care mental health interventions to 4-25 year olds in Brighton & Hove.

Responsibilities:

1. To triage young people being referred into the Children and Young People's (CYP) Wellbeing Service on a weekly basis from the Here office in Brighton and Hove.
2. To assess young people being referred into the Emotional Health and Wellbeing element of the CYP Wellbeing Service, clearly identifying young people's needs and what matters to them.
3. To work with primary care clients who are experiencing mild to moderate mental health presentations, to provide Early Intervention support sessions.
4. To be aware of and respond to Safeguarding issues for the client/family and respond according to the YMCADLG Safeguarding policy and CYPWBS policies and protocols; evidencing work completed and risk management plans with the line manager and Governance Coordinator of the Wellbeing Service.
5. To carry a caseload of clients providing a series of 4 intensive, structured Early Intervention sessions, either as lead professional or as part of an agreed joint agency package.
6. To assist with the delivery and development of group work on mental health and emotional wellbeing issues and psychoeducation.
7. To provide young people with skills based, educational support and advice around mental health issues- including signposting and self-help support over a period of 4sessions of 1 hour each.
8. To work to a concise timetable of client planning/preparation and delivery slots working to a minimum target of 12 client sessions per week.
9. To manage waiting lists on the services clinical system (System 1), communicating with parents/carers and young people referred in a timely, professional manner in accordance with the Wellbeing Communication policy.
10. To work systemically, e.g. liaise with and include parents/carers, educators, health professionals when appropriate and agreed by the client.

11. To actively promote participation and for all young people to be offered the opportunity to have a voice, get involved and to influence operational and strategic direction within YMCA DLG and to influence the future delivery of mental health and emotional wellbeing interventions.
12. To build strong working relationships with Wellbeing Service partners, Youth Advice Centre staff, other YMCA DLG staff and managers and external partners; to build an appropriate network that promotes an integrated and consistent response into support for young people.
13. To attend to monthly Reflective Practice Supervision, line management and team meetings.
14. To work with the CYPWBS Deputy Services Manager to promote the work of YMCA DLG to young people, their families, communities and other agencies
15. To represent YMCA DLG at meetings and forums locally, countywide and nationally.
16. To accurately record Assessments, client case notes, relevant information, Risk Assessments, Outcome Monitoring forms on the System 1 database, including continuous diary management.
17. Coordinate with Line Manager to keep databases updated, handing in monitoring and evaluation data promptly and assist in production of service reports as required by Commissioners. Produce high quality data demonstrating impact and advising as necessary on developments required to improve effectiveness and impact.
18. To work within all YMCA DLG policies and procedures at all times and to abide by the Code of Conduct.
19. To attend YMCA DLG mandatory training, completing this in a timely manner and abide by our policies and procedures on Safeguarding, Health and Safety and Equality and Diversity.
20. To attend appropriate continuing professional development and training events and be committed to team events.
21. To ensure service users are made aware of key processes e.g. complaints, information sharing, getting involved, and to make sure that they are asked about how they would prefer information; to ensure special information requirements (e.g. large print, language, braille etc) are clearly recorded on their files and that their needs are met.
22. To carry out, from time to time, any other appropriate duties in line with capabilities as directed by the Line Manager to support and promote the work of the project.

Nature and Scope

1. To consistently deliver a professional service.
2. To ensure the waiting list is managed appropriately and that diaries are booked to capacity.
3. To make the appropriate professional decisions in relation to theoretical models and practice in relation to their caseload.
4. To maintain strong and effective partnership relationships.
5. To refer and alert the Service Manager of any potential risks in terms of safeguarding or other professional concerns.
6. To refer and alert the Service Manager of any concerns relating to health and safety, failure to following YMCADLG policies and procedures and poor practice.

7. To maintain an up to date working knowledge of legislation, regulation and codes of practice that might impact on the project.

Person Specification

Experience

- Experience of working with young people aged 11-25 years old
- Experience of working with young people and families with mental health issues
- Experience of working with young people in crisis
- Experience of working in an advice and support setting
- Experience of working with young people through case work, group work and brief interventions
- Experience of working as part of a multi-disciplinary team
- Experience of working in a voluntary organisation
- Experience of managing administrative tasks to include monitoring and evaluation report writing

Skills & Abilities

- Good written and verbal communication skills
- Good organisational and administrative skills
- Computer literate and able to use a variety of IT systems including Microsoft Office and organisational databases and case work management systems
- Ability to work flexibly including covering service delivery from 8am until 6pm and evening work
- Ability to manage challenging and difficult behaviour
- Ability to manage work load and time effectively
- Ability to develop and maintain professional networks
- Ability to work under pressure
- Ability to relate to young people and their families with multiple and complex needs
- Ability to work as a member of a team as well as independently
- Ability to negotiate and advocate for young people with other agencies
- Ability to work in a trauma informed and strength based way

Qualifications & Training

- Training focused on working with young people
- Training focused on mental health issues and emotional wellbeing
- ASIST Trained – or willing to undertake training
- Diploma or equivalent relevant qualification in Youth Work, Social Work, CYP IAPT interventions or other relevant area

Knowledge

- Knowledge of issues facing young people, especially those who are socially excluded or from hard to reach groups
- Knowledge of mental health interventions, legislation and local resources
- Excellent knowledge of children and young people's safeguarding issues and procedures
- Knowledge of benefits, welfare legislation, education/career pathways for young people
- Knowledge of national policy and local strategies effecting children, young people and their families.

General

- A commitment to the Aims and Purposes of YMCA DLG

Principal Terms & Conditions

1. Salary

£23,255 per annum (pro-rata)

£9,427 per annum (actual)

2. Benefits

- ▶ Health Shield Cash Plan: covers the cost (to an agreed limit) of health and well-being treatments
- ▶ Induction and supportive appraisal programmes
- ▶ Life assurance policy: 2x annual salary
- ▶ 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-rata for part time staff)
- ▶ Training and professional development opportunities
- ▶ Competitive stakeholder pension with Legal and General

3. Holiday entitlement

27 working days (rising to 29 after 5 years' service) plus all public holidays (pro-rata for part time staff).

4. Contract Type

This is a fixed-term post until 31st August 2023

5. Working hours

Normal hours of work are 15 hours per week.

6. Working Pattern/Example Rota

Typical working days are: TBC

7. Location

Your normal place of work will be Brighton & Hove.

8. Probation

There is a six-month probationary period.



Welcome to Applicants from the CEO

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.

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:

- ▶ *Helping young people belong in the local communities they live in*
- ▶ *Supporting wellbeing in young lives*
- ▶ *Keeping children & young people safe*
- ▶ *Helping young people achieve*
- ▶ *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.

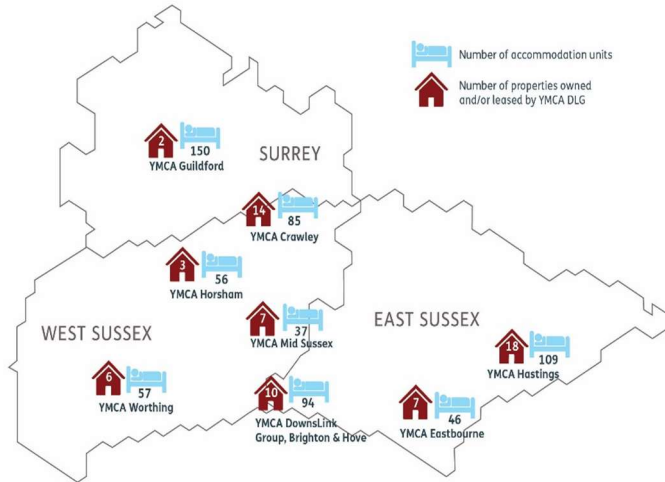
Chas Walker

Chas Walker
CEO, YMCA DownsLink Group



YMCA DOWNSLINK GROUP

Our Localities



Our Projects



YMCA SAFE SPACE

Support and first aid for people intoxicated, distressed or injured during a night out



YMCA WISE PROJECT

Supporting children and young people to stay safe in their relationships



YMCA ENGAGE

Providing meaningful activity for older adults whilst training young people in a care specific coaching environment



YMCA RIGHT HERE

Young people promoting health and wellbeing through education, campaigning and influencing



YMCA YAC

Advice and support for young people aged 13-25



YMCA CHAPLAINCY

Providing a non-judgemental space to discuss, explore, listen and support



YMCA EDUCATION & TRAINING

Enabling young people to achieve their full potential



YMCA POSITIVE PLACEMENTS

Supporting young people in their journey towards education, employment or training



YMCA CAFÉ

A great place to eat, relax and meet up with friends



YMCA DIALOGUE

Counselling and therapeutic support for children, young people and families



YMCA SOCIAL ENTERPRISE SERVICES

Grounds maintenance, landscape gardening, painting & decorating and handyman

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. **Find out more about the YMCA DownLink Group at www.ymcadlg.org**

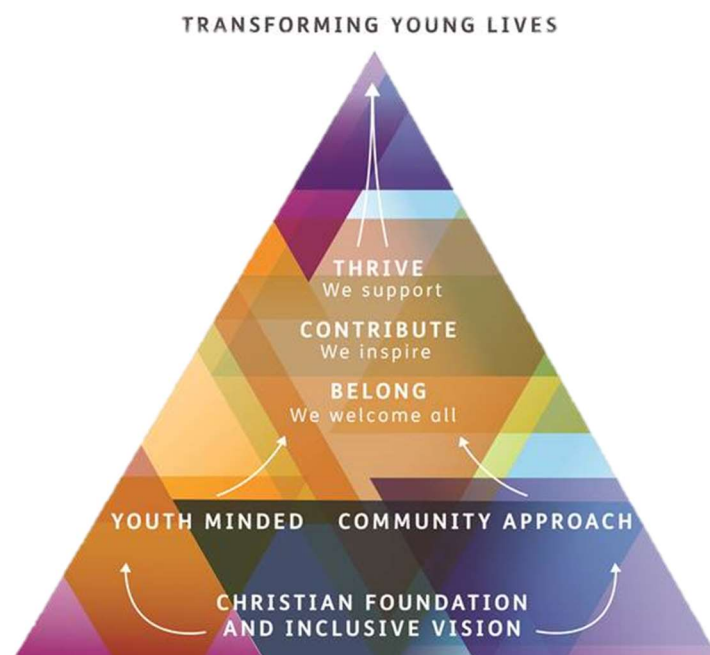
YMCA England & Wales

The YMCA Movement in England and 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](http://www.ymcadlg.org) supports and facilitates 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.

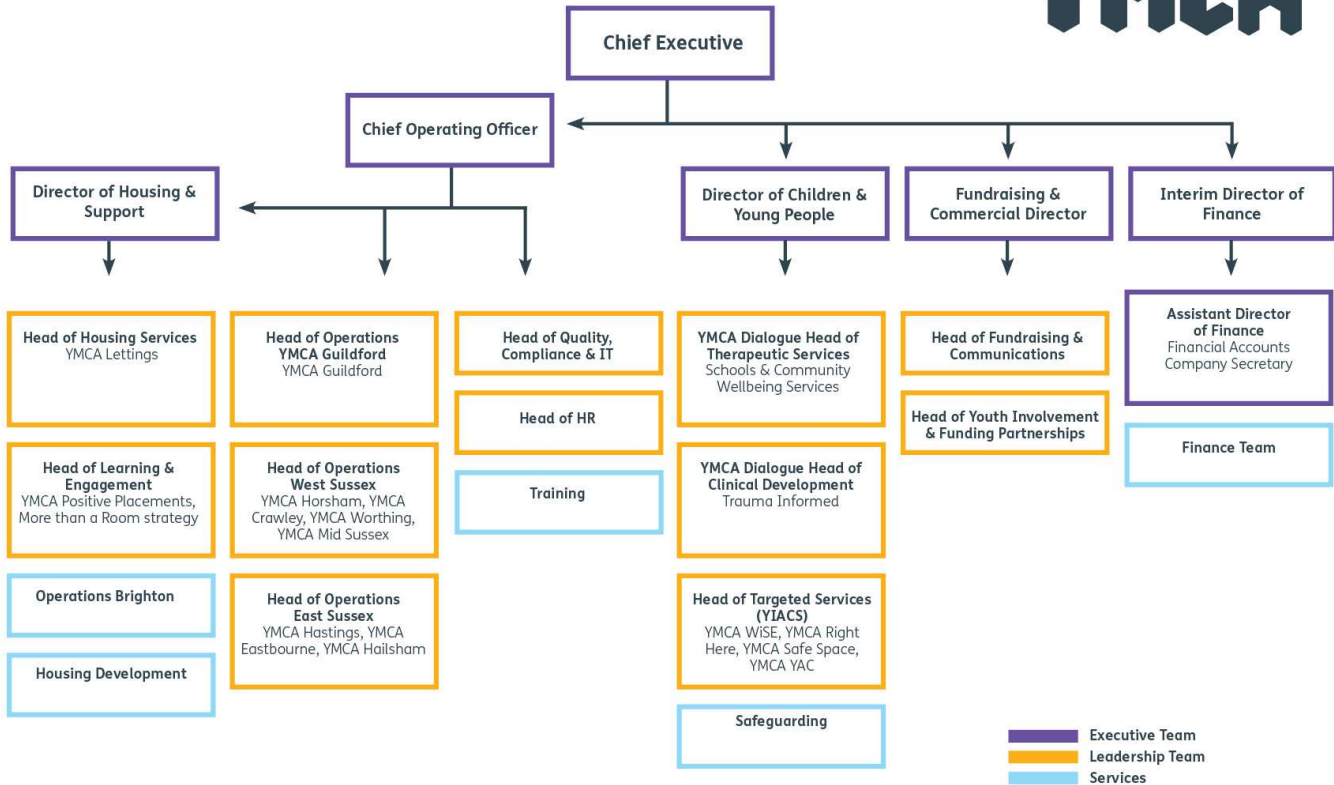
Our Vision

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.



YMCA DOWNSLINK GROUP



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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.

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.