

# Application Pack



**YMCA**

YMCA  
DOWNSLINK GROUP



**Dear Applicant,**

Tuesday, 22 December 2020

**RE: WISE EARLY INTERVENTIONS WORKER**  
**CLOSING DATE: 9AM MONDAY 25 JANUARY 2021**  
**INTERVIEW DATE: WEDNESDAY 3 FEBRUARY 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](mailto: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 **YMCA WISE Early Intervention Worker**

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**Reports to** WISE PROJECT MANAGER  
**Service Area** CYPS  
**Office** EASTBOURNE, EAST SUSSEX

WiSE – What is Sexual Exploitation? – is a specialist sexual exploitation service, delivered by YMCA DownLink Group and operating across East Sussex, Brighton & Hove and Surrey.

## Job Purpose

To provide one-to-one early intervention support or peer group interventions to young people (up to 25 years) who have been identified as being at risk of sexual or criminal exploitation.

To provide consultation, support and guidance to other professionals working directly with children and young people who are at risk of being exploited.

To develop and deliver targeted group workshops in schools and colleges that increase understanding of and prevent sexual exploitation, through exploring risk, healthy/unhealthy relationships, sex and consent, negotiation and assertiveness, protective behaviours, personal boundaries, harmful sexual behaviours, gender identities and concepts of masculinity, etc.

To work collaboratively with other professionals and support interventions that lead to prevention of exploitation.

To provide consultation/professional support, to improve earlier identification of those vulnerable children and young people at risk and improve responses by schools and colleges.

To deliver CSE training to the wider professional workforce

## What you will be doing

### Responsibilities

1. To carry a caseload of young people who have been identified as vulnerable to sexual or criminal exploitation and support them to stay safe in their relationships.
2. To keep detailed case notes and monitoring information and contribute to the timely production of reports as required.
3. To deliver targeted group work that seeks to prevent sexual (and other forms of) exploitation of boys and girls and intervene early around sexually harmful behaviours.
4. To liaise with key stakeholders e.g. Children's Services, Public Health, LSCB, Sussex Police, Community Safety, etc. as required
5. To support the development and delivery of awareness raising campaigns aimed at children and young people, their parents & carers, professionals and the wider community
6. To work closely with Children's Services and Sussex Police around intelligence and information-sharing in order to support the disruption of abuse and prosecutions, including providing evidence in court proceedings.

7. Where appropriate to liaise with parents / carers linking them to appropriate support services, and provide them with a point of contact in relation to the co-ordination of support around their child.
8. To work with other WiSE staff and other professionals to facilitate interventions with peer groups in young people's settings such as schools, supported accommodation and youth groups. This includes working closely with the WiSE Participation & Engagement Worker to support the safe and appropriate involvement of WiSE casework clients in participation opportunities.
9. To deliver training and awareness-raising workshops to professionals, foster carers and others around CSE and wider forms of Child Criminal Exploitation.; including delivering training in Brighton & Hove and East Sussex.
10. To keep informed of relevant policy changes, serious case reviews and research relating to sexual exploitation.
11. To maintain confidentiality of YMCA DownsLink Group and other partner agencies.
12. To attend and participate fully in YMCA DownsLink Group staff team meetings, staff training programme and supervisions.
13. To work with the WiSE Project Manager and Head of Young People's Services & Participation to input into strategic / operational development locally relating to exploitation, and deputise in the attendance at relevant meetings when required.
14. To carry out from time to time any other appropriate duties as directed by line manager to support and promote the work of the charity.
15. To work within all YMCA DLG policies and procedures at all times and to abide by the Code of Conduct.
16. To attend YMCA DLG mandatory training and abide by our policies and procedures on Safeguarding, Health and Safety and Equality and Diversity.
17. To attend appropriate continuing professional development and training events and be committed to team events.
18. 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.

### **Nature and Scope**

You will be joining a small team of WiSE workers delivering services across Sussex and Surrey. You will be based at the Eastbourne Youth Advice Centre but with frequent travel across East Sussex and Brighton & Hove when needed, to see children and attend meetings. You will work closely with Children's Services, education, health professionals, housing organisations and youth services to raise awareness and tackle Sexual and Criminal exploitation. Line management and supervision will be provided by the YMCA WiSE Project Manager.

This is a challenging role where children and young people do not always identify the level of risk they are exposed to or the abusive nature of the relationships they are in. In order to promote the wellbeing of our team we offer 1-to-1 clinical supervision and group Reflective Practice Supervision in addition to line management supervision.

## Person Specification

*Essential key skills are highlighted – these must be referred to as part of your application*

### Experience

- ▶ **Working directly one-to-one with young people aged 10-25 years old**
- ▶ **Developing and delivering group work with young people**
- ▶ **Safeguarding children and young people at risk of serious harm**
- ▶ Delivery of training or presenting information to a large audience
- ▶ Working within education settings i.e. schools and/or colleges
- ▶ Working with parents/ carers
- ▶ Providing practice support or mentoring to other professionals

### Skills & Abilities

- ▶ **Excellent communication skills with the ability to successfully communicate information that may be complex and contentious**
- ▶ **Ability to provide support and guidance to other professionals working with children and young people who are at risk of sexual exploitation.**
- ▶ Public speaking - Ability to present information to different audiences, e.g. professionals, young people and the wider community
- ▶ **Ability to devise and plan group work programmes for a variety of ages and learning needs**
- ▶ **Ability to organise and prioritise work and co-ordinate a variety of tasks in a clear and logical way and meet agreed deadlines**
- ▶ **Ability to respond sensitively and flexibly to diverse groups of providers and service users whilst maintaining confidentiality**
- ▶ **Ability to manage exposure to distressing information and work under pressure**
- ▶ **Able to work as a member of a team as well as independently**
- ▶ **Good risk assessment skills, including on-going, dynamic assessment of risks**
- ▶ Ability to work flexible hours, including occasional evenings and weekends
- ▶ **Good level of IT competency including data monitoring**

### Qualifications & Training

- ▶ **Qualification in Youth Work, Social Work or equivalent qualification or equivalent comparable experience working directly with children and young people**
- ▶ Safeguarding training
- ▶ **Group work training**

### Knowledge

- ▶ **Knowledge of the risks posed to vulnerable young people through sexual and criminal exploitation**
- ▶ **Knowledge and understanding of the impact of sexual exploitation on children & young people, and their parents / carers / families**
- ▶ **Understanding of the needs of specific at risk groups** such as homeless, LGBTU young people, Children in Care, trafficked young people and young people with learning disabilities

- ▶ **Knowledge of the effects of substance misuse** and alcohol use have on the welfare of children and young people
- ▶ **Knowledge of safeguarding** legislation

### General

- ▶ A commitment to the Aims and Purposes of YMCA DLG
- ▶ **Have a full driving licence and access to a car to undertake duties**



## Principal Terms & Conditions

### 1. Salary

£27,140 per annum (pro-rata for part-time £12,004)

### 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

5.65 weeks per year (including bank holiday entitlement) pro-rated for part time staff. Annual leave is expected to be taken during school holiday periods.

### 4. Contract Type

This is a permanent post

### 5. Working hours

Normal hours of work are 18.5 hours per week.

### 6. Working Pattern/Example Rota

Flexible – can discuss at interview stage

### 7. Location

Your normal place of work will be Eastbourne & East Sussex

### 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](http://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*

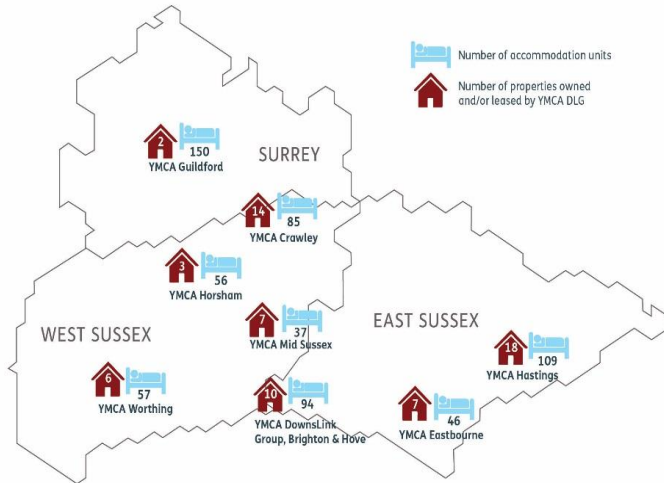
**Chas Walker**  
**CEO, YMCA DownsLink Group**





# 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](http://www.ymcadlg.org)**

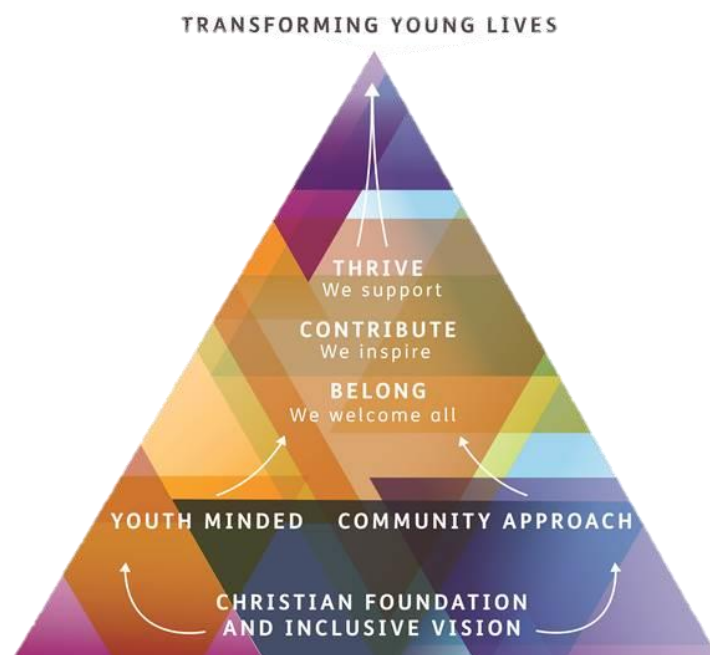
### YMCA England & Wales

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.

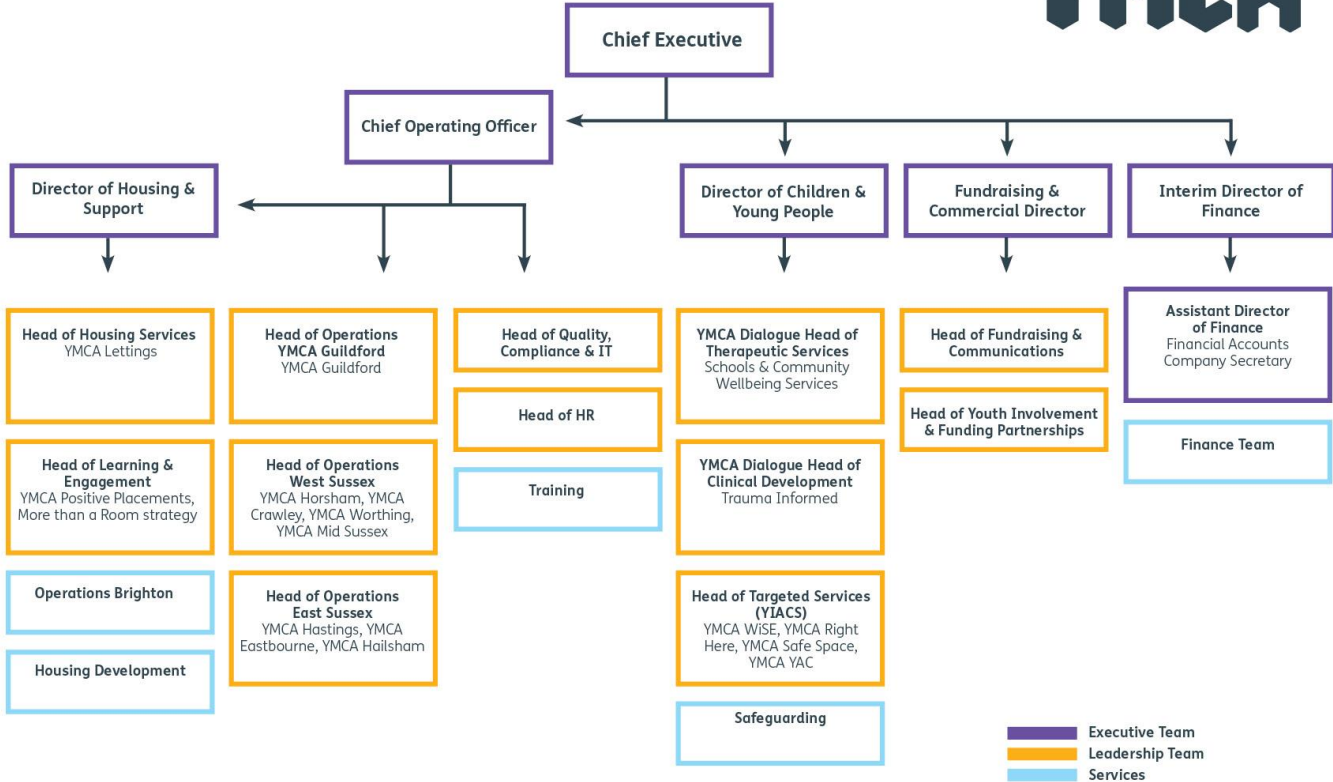
### Our Vision

*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**



# YMCA DOWNSLINK GROUP

## 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.