

# Application Pack



**YMCA**

YMCA  
DOWNSLINK GROUP



**Dear Applicant,**

Thursday, 14 January 2021

**RE: LGBTQ+ YOUTH SUPPORT WORKER**  
**CLOSING DATE: MONDAY 1<sup>ST</sup> FEBRUARY 2021 AT 9AM**  
**INTERVIEW DATE: TBC**

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

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## Job Purpose

The post holder will be expected to co-facilitate high quality youth work group sessions, following up with 1:1 support sessions as required, to enable LGBTQ+ (Lesbian, Gay, Bi, Trans, Queer or Unsure) young people to access specialist support services in Crawley and surrounding areas.

The post holder will work in partnership with local CIC 'Crawley LGBTQ+' to engage the wider community, advertise the service and deliver two weekly youth groups for LGBTQ+ young people (11-15 and 16-25 year-olds), at the Youth Advice Centre in Crawley.

Activities may include arts and crafts, discussions, indoor games and social action, with the young people playing an active role in deciding what they would like to do.

The postholder will also be expected to facilitate at least one quarterly session focusing on annual LGBTQ+ calendar events, supporting LGBTQ+ education in the wider community and encouraging allyship.

Additional work within our other YAC Crawley services may be available for the right candidate.

## Responsibilities

- To be an active member of the YAC Crawley Support and Advice Team
- To work in partnership with Crawley LGBTQ+ to develop the pilot project
- To support the planning and delivery of two enjoyable and engaging weekly sessions, ensuring that the service is delivered to a high standard in accordance with YMCADLG policies and procedures.
- To develop strong working relationships with the Crawley Foyer and Transitional Housing Teams in order to engage YMCA DLG residents in the service.
- To develop strong working relationships with local and national LGBTQ+ Youth Organisations, including Allsorts Youth Project, LGBT Switchboard and Mind Out.
- To facilitate targeted 1:1 intervention sessions with young people, for example around sexual health, drugs and alcohol and housing support
- To support the recruitment and development of volunteers to support delivery of the weekly youth club sessions
- To ensure the health and safety of young people at all times, including following COVID guidelines and ensuring good hygiene practices
- To work closely with partner agencies in delivering the service and to make referrals to specific services within YMCADLG and other organisations if relevant
- To capture the voices of young people engaging with the pilot project in order to feed this into service development, funding bids and Diversity and Inclusion Sub-Groups
- To encourage young to contribute to the YAC Crawley Youth Advisory Board
- To attend quarterly South East LGBT+ Youth Services Network Meeting, facilitated by Allsorts Youth Project
- Mentoring
- To initiate and build relationships with young people

- To support young people through major changes in their lives and support them with referrals into specialist support services
- To maintain strong professional boundaries when working with young people
- Monitoring and Evaluation
- Ensuring that suitable records are consistently maintained, utilising online CRM systems in line with GDPR regulations to monitor outcomes of work undertaken with young people and the progress made
- To utilise regular supervisions with your Line Manager to highlight areas of success, development, training, stress and workload
- To reflect upon own practise within team meetings and reflective practice supervision
- General Obligations
- Keep informed of current issues affecting the LGBTQ+ communities and provide appropriate and up-to-date information, advice and guidance in relation to this knowledge
- Promote a caring, helpful, unbiased and non-judgemental attitude towards all employees, service users, trustees and members of the general public
- Adhere to YMCA DownsLink Group's policies and procedures and to contribute as required to their review and development
- Promote the activities of YMCA DownsLink Group and Crawley LGBTQ+ in a positive way to all staff, service users, other organisations and the general public
- Develop good working relationships across all departments, including with Crawley Foyer and Transitional Housing services
- Respect YMCA DownsLink Group's Christian ethos and uphold its values of welcoming, supporting and inspiring all.
- Demonstrate a commitment to diversity, inclusion and intersectionality, by promoting respect and freedom for all staff, volunteers and services users, including challenging and reporting any instances of homo/bi/trans-phobia.

### Nature and Scope

The significant challenges of this role will be:

- To develop a successful pilot project in partnership with Crawley LGBTQ+, delivering a consistent and professional service
- To deliver the services safely, following COVID guidelines to ensure infection control and safety of all participants
- To make the appropriate professional decisions in relation to theoretical models and practice, ensuring appropriate and timely referrals to local and national support services.
- To refer and alert the West Sussex Youth Hub Development Coordinator of any potential risks in terms of safeguarding and / or other professional concerns, reporting these in line with YMCA DLG policies and procedures.
- Willingness to work in the evening and other days/evenings of the week as required by the service

## Person Specification

### Experience

- ▶ Experience of working with LGBTQU+ young people (aged 11-25)
- ▶ Experience of working with parents
- ▶ Experience of working in a voluntary organisation

### Skills & Abilities

- ▶ Ability to lead and participate in challenging discussions around issues which affect our young LGBTQU+ community
- ▶ Ability to participate in challenging discussions around health and wellbeing
- ▶ An ability to engage young people and manage challenging or difficult behaviour
- ▶ An ability to relate to young people with varying needs/issues
- ▶ Ability to work as part of a team as well as independently
- ▶ Ability to work in a trauma-informed and strength-based way
- ▶ Good written and verbal communication skills
- ▶ Good organisational and administrative skills
- ▶ Competent with IT systems (Word, Office, Excel)
- ▶ An ability to work in the evenings

### Qualifications & Training

- ▶ Youth Work Level 2 or equivalent (desirable)
- ▶ Level 2 English and Maths

### Knowledge

- ▶ Knowledge of issues which affect the LGBTQU+ community
- ▶ A knowledge of issues facing young people, especially those who are socially excluded or from hard-to-reach groups
- ▶ Knowledge of local services for children and young people
- ▶ An understanding of children and young people's safeguarding

### General

- ▶ A commitment to the Aims and Purposes of YMCA DLG and Crawley LGBTQU+

## Principal Terms & Conditions

### 1. Salary

£19,240 per annum (pro-rata) £6,156 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

Fixed-term 6 month contract.

### 5. Working hours

Normal hours of work are 12 hours per week.

### 6. Working Pattern

The post holder will be responsible for planning and facilitating two weekly youth groups for 11-15 year-olds and for 16-25 year-olds, following up with 1:1 support as required. Both weekly youth group session will be delivered on weekday evenings; the remaining delivery hours may be delivered flexibly.

### 7. Location

Your normal place of work will be Crawley.

### 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*

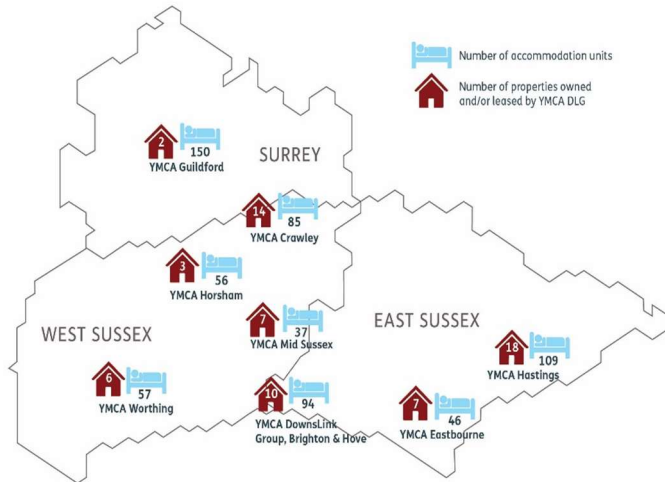
**Chas Walker**

**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)**

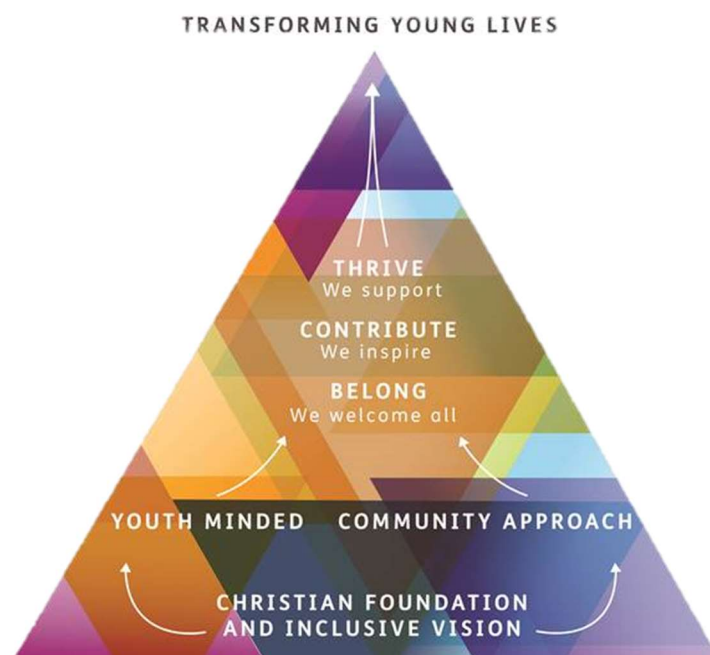
### YMCA England & Wales

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.

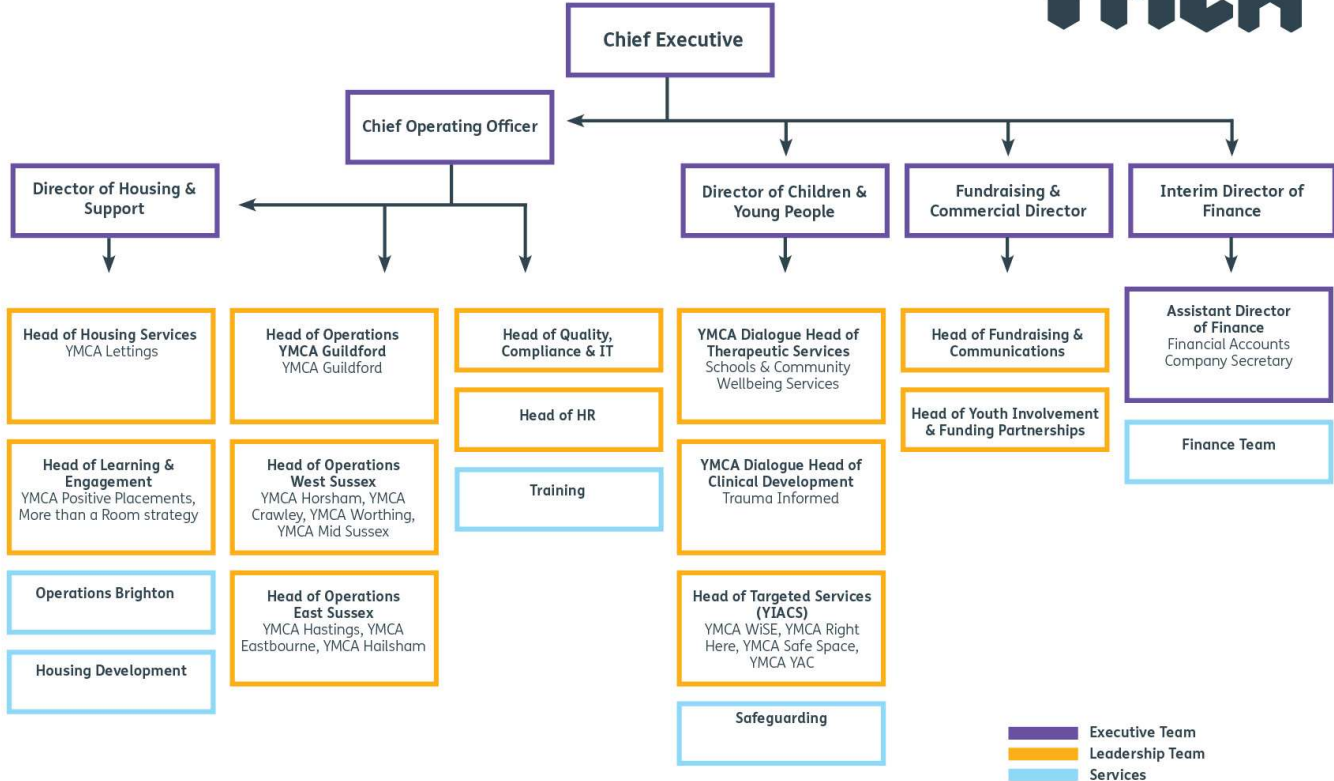
### Our Vision

*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



Executive Team  
 Leadership Team  
 Services

# 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.