



**Re: Sessional Youth Worker/s – South West London**

Thank you for your interest in e:merge and the above post. I have pleasure in enclosing the following information;

- 1) Application form
- 2) Equal Opportunities Monitoring Form
- 3) Job description and Personal specification
- 4) Background Information sheet

If you intend to apply you are welcome to visit us or have a phone conversation to find out more about us and this post. If you would like to arrange this please don't hesitate to contact myself (details below).

The closing date for all applications is **noon on Monday 31<sup>st</sup> July 2017** and we hope to hold the **Interview day on Monday 7<sup>th</sup> August 2017** for shortlisted candidates.

Please send all applications to Justin Charlesworth on [justinc@emergeonline.org.uk](mailto:justinc@emergeonline.org.uk) or at the address below.

Kind regards

Kerry Astin  
Development Director

07989 446730  
[kerrya@emergeonline.org.uk](mailto:kerrya@emergeonline.org.uk)

18 Pawson Street, Bradford, BD4 8BY

(t) 01274 660244; [www.emergeonline.org.uk](http://www.emergeonline.org.uk)

e:merge (Bradford) Co Ltd. Company. Number: 5296407 Charity Number : 1152146



INVESTOR IN PEOPLE



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**Do you want to be part of the transformation of a community?  
Can you inspire young people to improve their lives at home, in school, on the streets?  
If so, this is the role for you...**

## **Sessional Youth Worker/s – South West London**

**Part Time – 16-18 hours available but possibility to split across workers  
(flexible inc. evenings and some weekends)**

**Location – South West London**

**Salary - £10.05 - £11.55**

We are looking for a skillful and experienced Youth Worker to enhance our work with young men in disadvantaged communities of South West London. Ideally with experience of youth work in local communities and schools, the right person will be a talented and inspirational youth work practitioner. They will hold a commitment and investment to building relationships with hard to reach young people and come with the creativity and enthusiasm to run sessions and 1 to 1's that meet the young people at their point of need.

*e:merge is a Christian Charity that has undertaken youth work for over 20 years in the most disadvantaged and broken wards in Bradford, and more recently in SW London. Our goal is to reach the most marginalised and enable them to become part of a community within which they can thrive, develop and realise their potential.*

**Closing date for application – 12 noon, Monday 31<sup>st</sup> July 2017**

**Interview and selection day – Monday 7<sup>th</sup> August 2017**

More information about this role, including job description and application forms is available on our website [emergeonline.org.uk/work-with-us/](http://emergeonline.org.uk/work-with-us/)

For more information or an informal conversation please contact Kerry Astin on 07989 446730 or [kerrya@emergeonline.org.uk](mailto:kerrya@emergeonline.org.uk)

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**JOB DESCRIPTION – SESSIONAL YOUTH WORKER/S**  
**SOUTH WEST LONDON**

<b>Post Title:</b>	Sessional Youth Worker/s
<b>Responsible to:</b>	Lead Youth Worker
<b>Salary:</b>	£ 10.05 – 11.55ph
<b>Section:</b>	FAST, South West London
<b>Length of Contract:</b>	6 Months (with potential for extension)
<b>Hours per week:</b>	16-18 hours available but possibility to split across workers
<b>Annual Leave:</b>	25 days

**1. PURPOSE OF POST**

- To deliver and be jointly responsible for a diverse programme of youth work activities to engage with young people aged 10-25 within e:merge – taking a lead role where relevant. This will include: Drop-ins, small group work, detached work, one to one coaching, sports activities, schools work, community events and holiday activities.
- Establish positive and meaningful relationships with young people which support and encourage individuals within their community, family and school.
- Be a reflective practitioner, committed to the youth work principles of on-going learning and critical reflection and take part in training where necessary.
- To constantly look to the needs of young people and communities and seek to address them through the use of e:merge services in partnership with other like-minded organisations

## 2. KEY DUTIES AND RESPONSIBILITIES

- Youth work & training
  - Be present at and contribute towards, a high quality level of delivery at the sessions within your timetable
  - Work with your line manager and other staff to plan and develop programmes of youth work to meet the needs of young people, focussing strongly on building positive relationships with young people.
  - To, if required, take responsibility for the delivery of programmes and sessions as relevant to your role, planning ahead, being responsible and taking a lead.
  - Support the wider work of e:merge by contributing to the delivery of a wider range of youth work across the organisation at home, on the streets and in schools.
  - To work towards the goal of integrating young people into the core e:merge community, working with the same individuals in a variety of contexts to better the chances of inspiring them to improve their lives.
  - To love, work with and inspire young people in whom society has lost hope.
  - Have a knowledge and understanding of gang activity and be able to engage effectively with those involved.
  - Keep logs of incidents and play a full part in session debriefs
  - Respond to the relevant policies & procedures where directed.
  
- Relationships with Young People
  - Build and maintain positive and significant relationships with young people
  - Support and encourage young people within schools, communities and their family situations where appropriate
  - As and when appropriate focus on provision for young people's spirituality
  - Include young people in development of work
  
- Networking
  - Develop effective links within and knowledge of the community to enable positive partnerships and joined up working.
  - Promote and signpost (where appropriate) the training and education opportunities for young people which we and other organisations provide.
  
- Staff Training
  - Undertake appropriate training as agreed with your line manager
  - Attend in house staff training as provided by e:merge
  
- Co-ordination
  - Co-ordinate with your supervisor re: annual leave; training opportunities, programmes, targets, etc.
  - Ensure that all volunteers and workers involved in your work are aware of safe working procedures, and contribute to positive work with young people

- Policies and Procedures
  - Work within all the policies, including Equal Opportunities, Health and Safety, Child Protection and Behaviour policies
  - Perform necessary risk assessments for all activities and residentials to be undertaken through your work
- Team
  - Will be required to work flexibly, as part of a team.
  - All members of staff are expected to take an active part in regular team meetings and be involved in general development.
  - Attend staff away days and retreats as they arise – usually 2 days including overnight stay.
- Supervision
  - Meet with your line manager regularly to discuss the development of the programme and your own personal development as a youth worker.
- General
  - Other occasional duties as agreed with your line manager and others in leadership roles.
- **CONTACTS**
  - Young people
  - Community organisations
  - Churches
  - Schools
  - Families of Young people
  - Other youth agencies
  - Statutory services
- **RELATIONSHIPS TO OTHER POSTS WITHIN THE ORGANISATION**
  - Responsible for: Volunteers that might assist
  - Responsible to: Line Manager
- **LEVEL OF CONTACT WITH CHILDREN & YOUNG PEOPLE**
  - Candidates applying for this post will be subject to e:merge’s child protection recruitment procedures and checks, including an enhanced DBS check.

## Person Specification

In our communities fear, distrust, misunderstanding and prejudice are widespread amongst our young people and they need good role-models. The post holder needs to work hard to develop relationships of trust and show a level of 'transparency' in their relationships. Must also have a strong sense of personal integrity and be of exceptional character.

### Education/ Qualifications

- NVQ (or equivalent) Qualification in Youth Work (or experience equivalent to)

### Experience

- One year's youth work experience either paid or voluntary
- Experience of working with hard-to-reach groups
- A knowledge of working with young people in gangs
- Ability to understand issues young people and deprived communities face, including experience of working with young people and/or families from chaotic and deprived backgrounds
- Experience of working closely with other sessional youth workers

### Skills/Abilities

- Numerate and literate with good IT skills
- Ability to work flexibly and responsively to the needs of a community and young people in their context.
- Flexibility in working hours
- A strong interest in the local community, and a willingness to work with the Director and other staff and volunteers to take the work of FAST forward
- Willingness to complete relevant training and development to fulfill statutory and organisational requirements (e.g. first aid, safe guarding etc)
- Good oral, written and IT skills
- Ability to work in a team along with self-motivation, perseverance and determination
- Ability to communicate at all levels and build relationships quickly
- Ability to support the organisation aims and purposes
- Ability to personally represent the organisation Christian values
- To work towards the vision of the charity and championing its social purpose

### Motivation / Outlook

- Be spiritually aware and have a good grasp of the principles of faith.
- Be sympathetic to the Christian ethos and values of e:merge as identified in our Memorandum and Articles
- To support and encourage young people for who they are and their intrinsic value without condition.
- Flexible approach and ability to adapt to a range of tasks within the field of working with young people.
- Commitment to self-development
- Committed to seeing others thrive, succeed and achieve their potential.
- Committed and wholeheartedly believe that we can be a part of community transformation.
- Eagerly desire to inspire young people to improve their lives championing their rights and place within society.



## South West London – Background Information

e:merge is a young people’s charity that has delivered youth work for the past 20 years in the most segregated, deprived and broken wards of Bradford and in South West London for the last 4 years. We are passionate about seeing the lives of young people and communities transformed through working “at home, in schools and on the streets” – seeing a greater impact within the lives of young people when we meet them in multiple settings.

In 2012 Kerry Astin started FAST, a young people’s project on the Patmore Estate, South West London, as a heartfelt response to the need she had experienced through her work in that community.

Her compassion for the young people and their situations inspired action. Gang violence, disproportionate levels of poverty and an air of hopelessness motivated her to take a courageous step of faith. Kerry set up a charity and began to champion and inspire those young people with a similar approach to e:merge.

e:merge and FAST believe in the same thing, share the same motivation and approach to young people, and the same desire to make a difference. On the 1st April 2015 the two organisations merged, making FAST a part of e:merge. As a result FAST is able to benefit from the strength of a larger and more established organisation, whilst e:merge is able to enhance it’s services and increase it’s voice for young people.

Over the past year the vision for e:merge’s work within London has developed to the point where our work on the Patmore Estate is growing, with key development into employability work, and we are beginning to partner with schools. The merger is enabling us to put time and resources into not just developing the work in our existing London Hubs, but also to quite intentionally look to develop new pieces of work in new communities in partnership with local churches and groups.

The Team Leader post is a critical post for us in building and developing our work in South West London. This person will be a mission minded individual who is passionate about transforming communities and the lives of some of the most disadvantaged young people in England. They will drive forward the development of partnerships in our Hub communities, will oversee the development of new pieces of youth work, especially with schools, and manage an exciting, capable and growing staff team who lead the work on the ground in our Hubs alongside delivering youth work themselves.

It is an exciting time to work with e:merge as we develop new work across South West London, in Bradford and also begin to explore and develop working in other towns and cities too. If you would like to join us in our mission to transform lives and communities, then please apply for this post sending applications to Justin Charlesworth on [justinc@emergeonline.org.uk](mailto:justinc@emergeonline.org.uk) or at the address below. For a longer conversation about this role, please contact Kerry Astin on 07989 446730 / [kerrya@emergeonline.org.uk](mailto:kerrya@emergeonline.org.uk).

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## References

It is our policy to take up references for those shortlisted. Please give the names and addresses of two referees who know you well enough to comment on your suitability for the post. One of them must be your present or most recent employer. If you have not previously been employed, give the name of a responsible person who knows you well but is not a relative.

Please give your former name if different from that above to ensure we are asking for the correct reference.

Name of Referee And Status or Job Title	Address & Email Address For Contact	May We Approach Them Before Interview? Please tick	
		Yes	No
1.  Tel No:		Yes	
		No	
2.  Tel No:		Yes	
		No	

**Education and Qualifications (including any relevant training courses)**

Please give details of you education and qualifications. Please note that if you are appointed to a post where qualifications are an essential requirement you will be asked, before your appointment is confirmed, to present the original copies issued to you by the examining body (photocopies will not be acceptable).

Education and Qualification Details	Results/ Grades Obtained	Where Obtained	How Obtained (full time) (part time) (correspondence)	Date From	Date To

Do you hold a current driving licence? Car  Mini Bus  Do you have daily use of a car?

## Current (most recent) Employment

Employer's Name And Address	Position Held	Date		Reasons For Wishing To Leave
		From	To	
Tel No	Salary/Wage	Full-time or Part-time		
Brief note of duties and responsibilities:				
Length of notice required:				

## Previous Employment Experience

Employers Name and Address	Position Held	Brief outline of responsibilities	Salary/Wage	Dates From - To	Reason for Leaving

## Health

Are you aware of any aspects of your health which could affect your ability to undertake this job? **Yes/No** (please Circle)

If yes, please supply brief details

## Experience

Demonstrate how your experience fit those in the job description and person specification for this post. Please mention both schools and community based experience

## Skills & Abilities

Demonstrate how your skills and abilities fit those in the job description and personal specification for this post.



**Motivation & Outlook - Why do you want to work for e:merge?**

**What do you believe are the benefits of youth workers engaging in the community and schools and how do you think this impacts young people?**



Are you legally eligible for employment in this country? <b>Yes/No</b> (please circle)
Do you require a work permit to work in this country? <b>Yes/No</b> (please circle)
Please give details of any criminal convictions (in accordance with the rehabilitation of offenders act 1974)
Please note all staff at e:merge must have a Disclosure & Barring Service disclosure check successfully completed to work here. Do you wish to advise us of any disclosure before the check is carried out? Yes / No (please circle)
<p><b>I declare that the information I have give in this application form is correct to the best of my knowledge</b></p> <p>Note: the withholding, falsification or omitting of relevant information by a successful candidate will be grounds for the job offer to be withdrawn and disciplinary action taken.</p> <p>Signed .....</p> <p>Date .....</p>

**For office use only:**

Date Received	Date Acknowledged	References taken up by: (please circle)	Telephone	In writing	Qualifications Checked: (please circle)	Yes	No
Reason for not shortlisting		Comments					

**Age:**  I prefer not to say  Female  Male

**Race:**

**White** *inspiring young people*  
*at home, in school, on the streets*

English/ Welsh/ Scottish/ Northern Irish/ British  Irish  Gypsy or Irish Traveller

Any other White background, write in: \_\_\_\_\_

**Mixed/ multiple ethnic groups**

White/Black Caribbean  White/Black African  White/Black Asian

Any other mixed/multiple ethnic background, write in: \_\_\_\_\_

**Asian/ Asian British**

Indian  Pakistani  Bangladeshi  Chinese

Any other Asian background, write in: \_\_\_\_\_

**Black/ African/ Caribbean/ Black British**

African  Caribbean

Any other Black/ African/ Caribbean/ Black British background, write in: \_\_\_\_\_

**Other ethnic group**  Arab

Any other ethnic group, write in: \_\_\_\_\_

I prefer not to say

**Language** What is your main language?

English

Other (including sign languages), write in: \_\_\_\_\_

**How well can you speak English?**

Very well	Well	Not well	Not at all
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Religion/belief**



- No religion
- Christian (including Church of England, Catholic, Protestant and all other Christian denominations)
- Buddhist  Jewish  Hindu  Muslim  Sikh
- Agnostic  I prefer not to say
- Any other religion/ belief, write in:

**Disability** Do you consider yourself to have any of the following?

(Please tick all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Mental health condition   | <input type="checkbox"/> Speech impairment   |
| <input type="checkbox"/> Physical impairment   | <input type="checkbox"/> Sensory impairment  |
| <input type="checkbox"/> Cognitive impairment  | <input type="checkbox"/> Learning disability |
| <input type="checkbox"/> Long standing illness   | <input type="checkbox"/> Learning difficulty |
| <input type="checkbox"/> I do not have a disability  | <input type="checkbox"/> I prefer not to say |
| <input type="checkbox"/> Other, please state: <input style="width: 300px; height: 20px;" type="text"/> |  |

# e:merge

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at home, in school, on the streets

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