



Young Bristol
Works for young people

YB Youth Club on Wheels Senior Sessional Staff

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1. Introduction to Young Bristol

Founded in 1928, Young Bristol (YB) is a youth charity that enables young people 8 – 24 years of age to achieve great futures as productive, caring, responsible members of society.

YB is a youth-driven charity that works to offer a choice of opportunities and experiences for all young people. By working in partnership with a wide-range of community-based centres, and directly with young people through our programme of activities, we respond creatively to their needs and realise their capabilities.

Today we are recognised as one of Bristol's leading providers of community-based youth services, through our community youth clubs based in some of Bristol's most challenging communities, and a valued provider of outdoor activities, creative arts, mobile provision, outdoor employment and informal educational programmes for young people during their critical non-school hours. We provide positive activities and safe places where young people can build confidence, skills, self-esteem whilst having fun and improving their pathway to employment. We are committed to and recognised for significantly contributing to the healthy development of young people – especially those who need us most.

In recognition of the value we place on volunteers and their contribution to our work, YB were awarded the Queens Award for Voluntary Service (QAVS) in 2020. This is the highest Award a charitable organisation can receive.

Our Mission:

“To be an outstanding provider of high-quality community based youth services and innovative programmes that positively and sustainably impact the lives of young people.”

Our Vision:

“We believe that every young person has the right to discover what they're capable of!”

Through our work we help young people to be:-





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2. Young Bristol's Strategic Priorities – 2022-25

Young Bristol is in Year One of its 2022-25 Strategy, where young people remain front and centre of our work with our Five key strategic objectives focused around:

- a. **Our People** – Build sustainable roles and careers within a structure that supports long-term growth ambitions
- b. **Our Buildings & Facilities** – Invest in our infrastructure and resource to give young people and their communities an environment they can thrive in.
- c. **Our Programmes** – Ensure high-quality open access provision at every stage of young people's lives.
- d. **Our Influence** – Build and use our influence to give a voice to young people and to drive positive change in the city
- e. **Our Partnerships** – Develop strategic long-term partnerships that strengthen our services, our influence, and our financial resilience and sustainability.

3. Additional Information

Young Bristol is committed to safeguarding and promoting the welfare of children and young people. This post is subject to an Enhanced DBS check that Young Bristol will fund.

The strength of Young Bristol is the diversity of its people and volunteers; we place huge value on equal opportunities, diversity and inclusion, lived experience as well as formal qualifications so welcome candidates of diverse backgrounds, communities and abilities.

Before applying, find out more about Young Bristol and our work by visiting our social media outlets

Website: www.youngbristol.com
Facebook: /worksforyoungpeople
Twitter: @young_Bristol



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4. How to apply?

Please read the following role profile and person specification. If you are excited about the possibility of joining our Team and making a real difference to the lives of young people and believe you have the required skills, experience and competencies, then complete and submit your job application.

Applications for this role will only be accepted on the correct application form, available at <http://www.youngbristol.com>, by request from hr@youngbristol.com, or by calling 0117 929 2513. Please do not hesitate to ask any questions!

Please send your completed application form to Young Bristol by email on hr@youngbristol.com or via post marked Private & Confidential to:

Private and Confidential
FAO - Recruitment
Young Bristol
BS14 Youth Centre,
Stockwood Lane,
Bristol,
BS14 8SJ

We will confirm receipt of your application within 3 working days.

The closing date for applications is midnight on **Wednesday 18th January**. Interview times will be sent out upon successful shortlisting.

Please note that CVs will not be accepted as part of this process and if included they will be disregarded.

We look forward to hearing from you.



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5. Role Profile

Job Title: YB Youth Club on Wheels Senior Sessional Staff

Reporting To: Community Youth Club Development Lead

Salary: £22,874.00 - £24,141.00 pro-rata dependent on qualifications and experience.

Hours: 8 -15 hours per week, on a flexible basis which will include evening, school holidays and some weekend work including residential by arrangement. This can be flexible dependent on the individual.

Employment Term: Permanent

Probationary period of 3 months during which time the post holder must attend induction training in Child Protection and Safeguarding provided through Bristol Safeguarding Children Board. NOTE:- YB will pay for this training, together with the individuals DBS check.

Holidays: 35 days per annum pro rata inclusive of all UK Bank/Public holidays and YB closure days. YB annual holiday calculation start from 1st April each year. Holiday entitlement will be calculated on a pro-rata basis for those employees who start their service after 1st April each year.

Pension: In Line with auto-enrolment you will be enrolled in a pension scheme with the NEST Pension provider if eligible, where your monthly employee contribution will be set by legislation. YB will also make a monthly employer contribution.

Vetting: This post is subject to a Disclosure and Barring Service (DBS) Enhanced Check.

Location: Due to the nature of this role, you will be required to work from various YB locations across the city. However, the main business address for YB is; Young Bristol, BS14 Youth Centre, Stockwood Lane, Bristol BS14 8SJ. Our Youth Club on Wheels is located at Broad Plain and Riverside Youth Project, Clement Street, Easton, BS2 9ES.

YB are happy to consider a negotiated hybrid approach to working for this role.

Expenses: Work related expenses will be reimbursed, subject to receipts being produced, along with work related mileage in line with YB agreed payment rates.



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Relocation: There is no relocation package with this role.

6. Main Purpose:-

As senior sessional staff lead design, promote and deliver programmes which will engage personal, social and informal educational development of the members who attend the club.

Support the YCOW Mobile Lead with the recruitment, training and professional development of the part time YCOW Youth Work Team. You will work in collaboration with internal and external colleagues and other organisations from a variety of sectors with the aim of developing strong cross Sector Partnerships that further the aims and objectives of the charity.

Through good community and youth led consultation, you will be able to discover, design and co-deliver a programme of high-quality open access and social action in a variety of communities and settings throughout the Greater Bristol area.

You will collectively work to ensure maximisation of the Youth Club On Wheels in various settings (e.g. community, schools etc). Working with the YB Fundraising Team you will ensure all Mobile delivery sessions are fully funded. You will lead on collaboration with local and national Partner Agencies to systematically and sustainably expand and ensure quality and consistency of our Mobile youth work offer.

You will support the YCOW Mobile Lead to ensure the YB Youth Club On Wheels is maintained to a high standard, remains compliant, legal and roadworthy (e.g. MOT, Road Tax, Insured etc) at all times. You will be the first point of contact for all matters relating to the YB Youth Club On Wheels.

You will have a depth and breadth of skills and competencies from management capabilities, through to strong communication and facilitation skills. You'll be as comfortable inspiring children and young people as you will supporting youth workers, volunteers and feel at home working with budgets and bids as you will leading and developing a team.

Most of all you'll believe in the power of good youth work and you'll be absolutely committed to children and young people, ensuring that they can make the most of the opportunities that YB has to offer.



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7. Key Responsibilities:

1. Reporting through to the YCOW Mobile Lead, take responsibility for developing and implementing the strategic direction, focus and continuous improvement of the YB youth offer through its Youth Club On Wheels.
2. You will provide inspirational leadership and strategic oversight to the YCOW Youth Work Team, manage relationships with key funders and partners, develop on existing but also establish new opportunities for children, young people and communities ensuring YB is fully embedded in the communities it serves.
3. Acting as the Senior Youth Worker, run Club evening(s) and occasional weekends by planning and organising an appropriate and relevant Club programme that is member led.
4. Ensure our working practices adhere to YB policies and procedures as described in the YB Employee Handbook and play your role in creating a “can do” culture within the charity.
5. Ensure the ongoing safe operation of YB Mobile Provision, through a high level of risk management, fit for purpose operating procedures taking into account all Health & Safety, GDPR and required Quality Assurance standards.
6. Ensure Membership forms are upto date, and correctly completed and nightly registers are taken recording young people attending sessions.
7. To promote and encourage member participation, decision making and responsibility amongst the membership.
8. To develop understanding of key needs and priorities of members and form appropriate professional relationships with members.
9. To deliver support, advice and guidance using best practice in such areas as sexual health, drugs/alcohol, C- card, Health and Well-Being etc.
10. To attend staff meetings and training sessions as deemed necessary by the Senior Management Team.
11. To take positive steps to counter discrimination, however and wherever it occurs.
12. With the support of sessional youth workers, administer all monies raised and disbursed by the Club in accordance with the Clubs policies and procedures and to undertake any administration as is necessary for the smooth operation of the Club and/or programme.
13. Organise, coordinate and supervise any fundraising activities of the Club.



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14. Lead the Club with working towards acquiring Quality Assurance Accreditation.

15. To carry out such other duties as may be requested by the Senior Management Team.

NOTE: The above only contains the principal accountabilities relating to this post and does not describe in detail all the duties required to carry them out.

8. Person specification

The person suited to this new post will demonstrate that they:

- Have a good understanding of the aims and principles of Youth Work and ideally have either a Level 2/3 Youth Work qualification or equivalent qualification and/or appropriate lived experience with the commitment to complete professional Youth Work qualifications. You will also have some experience in a Supervisory/Management role.
- Have a flexible approach to work as evening, school holiday and some weekend, including residential work will be involved. Note: This role may on occasions necessitate some non-UK based residential work for short periods of time.
- Is self-motivated, has a positive attitude, is a good communicator and has good planning and organising skills. The person must also be a good motivator of others.
- Ideally, but not essential, holds a full, clean, current driving license and a means of transport to commute efficiently and effectively between a number of different locations. A current MIDAS certificate or a commitment to undergo MIDAS training would be required.
- Is approachable, friendly and trustworthy.
- Willing to work as part of a management/staff team.
- Has a genuine desire to develop themselves and others and wishes to expand their experience of working with young people and the wider community.

	Educational Qualification	Essential	Desirable
1.	GCSE grade A – C English & Maths *		X
2.	Level 2/3 Youth/Community work qualification*		X
3.	Appropriate lived experience		X
	*or equivalent e.g. Teaching Certificate, coaching qualification or lived experience with commitment to study for Youth Work qualifications.		
	Career experience	Essential	Desirable
1.	Working in a community and/or youth club setting.	X	
2.	Partnership working	X	
3.	Working directly with varied groups of young people & community organisations	X	
4.	Advocate for the involvement of young people in all aspects of service delivery.	X	



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5.	A good understanding of Safeguarding & Child Protection legislation including reporting procedures, together with H&S and GDPR procedures and ability to prepare Programme specific Risk Assessments.	X	
6.	People Management/Supervisory experience		X
7.	Undertaking monitoring, evaluation & report writing		X
8.	Quality Assurance Scheme & Performance Management		X
9.	Recruiting & supporting volunteers		X
10	Managing cash & budgets		X
11	Publicity and or marketing tasks using different media		X
	Knowledge, Experience & Skills	Essential	Desirable
	Knowledge of issues affecting children, young people and communities	X	
	Experience of implementing new programmes/systems to improve consistency and quality of personal and operational performance leading to improvements in our Youth Offer.	X	
	Strong networking skills and ability to create and foster good working relationships with a wide variety of people/organisations.	X	
	A self-starter, with a “can do” attitude who can work unsupervised and motivate others.	X	
	Flexible approach to work and a real team player, who is adaptable to varied working environments.	X	
	Ability to work to deadlines with strong organisational skills	X	
	Passionate about improving and sustaining services and community based facilities for young people.	X	
	Competent in the use of the VIEWS system and understand the importance of electronically recording and evidencing the impact of the work YB and our Community Youth Clubs do.		X
	Excellent communication skills and strong IT skills including Excel, Word & Publisher		X
	A thorough knowledge of compliance regarding roadworthy and legally compliant operation of a motor vehicle and H&S to ensure YB operates Mobile sessions in a fully compliant manner.		X
	A comprehensive understanding of charity commission best practice and governance.		X
	Experience of supervising and developing fellow Team members		X