



**Young Bristol**  
Works for young people

# **YB Youth Club on Wheels 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](http://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](mailto: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](mailto: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 18<sup>th</sup> 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 Sessional Staff

**Reporting To:** YB Youth Club on Wheels Club Lead

**Salary:** £17,901.00 - £22,874.00 pro-rata dependent on qualifications and experience.

**Hours:** 8-12 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 depending 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 1<sup>st</sup> April each year. Holiday entitlement will be calculated on a pro-rata basis for those employees who start their service after 1<sup>st</sup> 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 and two satisfactory personal references.

**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, BS29ES.

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



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

**Relocation:** There is no relocation package with this role.

## **6. Main Purpose:-**

Under the direction of the Youth Club on Wheels Lead, promote appropriate programmes which will encourage the personal, social and informal educational development of the members who attend the Club.

You will work in collaboration with internal and external colleagues and other organisations from a variety of sectors with the aim of delivering fulfilling, exciting and engaging sessions for young people. Work collectively as part of a team to ensure maximisation of the YCOW in various settings. Support the YCOW lead to design and deliver a programme of high-quality open access and social action in a variety of communities and settings throughout the Greater Bristol area.

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.

## **7. Key Responsibilities:**

1. In liaison with the YCOW Club Lead, assist on Club evening(s) and occasional weekends by planning and organising an appropriate and relevant Club programme that is predominately member led.
2. To promote and encourage member participation, decision making and responsibility amongst the membership.
3. To develop understanding of key needs and priorities of members and form appropriate professional relationships with members.
4. To deliver support, advice and guidance using best practice in such areas as sexual health, drugs/alcohol, C- card, Health and Well-Being etc.
5. To attend staff meetings and training sessions as deemed necessary by the Senior Youth Worker or Management Committee.



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6. To take positive steps to counter discrimination, however and wherever it occurs.
7. Under the direction of the Senior Youth Worker, 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.
8. To assist with organising, coordinating and supervising fundraising activities of the Club.
9. To assist the Club with working towards acquiring Quality Assurance Accreditation.
10. To carry out such other duties as may be requested by the YCOW Club Lead or 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 an understanding of the aims and principles of Youth Work. A willingness to complete professional Youth Work qualifications is advantageous.
- Able to provide members with enjoyable, stimulating and challenging experiences.
- Can support members with appropriate information, advice, support and challenge and refer them to specialist help when required.
- Able to establish and maintain positive, professional relationships with members, including agreeing limits of acceptable behaviour.
- Ability to use a variety of approaches to engage members and ensure their voice is heard and where appropriate and possible acted upon.
- Commitment to equalities and anti-discriminatory working practice.
- Prepared to work evenings and occasional weekends.
- Have a flexible approach to work as evening, school holiday and some weekend. 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.



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- Ideal, 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.
- Has a genuine desire to develop themselves and others and wishes to expand their experience of working with young people and the wider community.

	<b>Educational Qualification</b>	<b>Essential</b>	<b>Desirable</b>
1.	GCSE grade A – C English & Maths *		X
2.	Level 2 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.		
	<b>Career experience</b>	<b>Essential</b>	<b>Desirable</b>
1.	Working directly with varied groups of young people & community organisations	X	
2.	Working in a community and/or youth club setting.		X
3.	Partnership working		X
4.	Publicity and or marketing tasks using different media		X
5.	Advocate for the involvement of young people in all aspects of service delivery.		X
6.	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
	<b>Knowledge, Experience &amp; Skills</b>	<b>Essential</b>	<b>Desirable</b>
1.	Passionate about improving and sustaining services and community based facilities for young people.	X	
2.	A self-starter, with a “can do” attitude who can work unsupervised and motivate others.	X	
3.	Flexible approach to work and a real team player, who is adaptable to varied working environments.	X	
4.	Strong networking skills and ability to create and foster good working relationships with a wide variety of people/organisations.	X	
5.	Knowledge of issues affecting children, young people and communities		X
6.	Experience of implementing new programmes/systems to improve consistency and quality of personal and operational performance leading to improvements in our Youth Offer.		X
7.	Excellent communication skills and strong IT skills including Excel, Word & Publisher		X





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8.	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
9.	A comprehensive understanding of charity commission best practice and governance.		X
10.	Experience of supervising and developing fellow Team members		X

Last updated: 25.11.22