



Application Pack Project Worker YEI

The Junction Foundation, 19 Station Road, Redcar, TS10 1AN

Tel: 01642 756000

Registered Charity Number: 1125578 Registered Company Number: 6648312

The Tees Valley Pathways Programme is part-funded by the European Social Fund and supported under the Youth Employment Initiative.



Dear Applicant,

Re: Project Worker YEI

Thank you for your interest in working for The Junction. Within the application pack you will find a Job Description, Person Specification, Equal Opportunities Monitoring Form and application form.

The Junction is a respected charity working to make a difference to the lives of children young people and their families. We are proud of our reputation and believe that all of our workers are key to establishing positive relationships, building trust, self-belief, a sense of family and belonging.

Due to an extension to the contract for this project we are looking for a suitably qualified and exceptional person with the ability, commitment and passion to support young people.

When writing your application please ensure you address the person specification provided and highlight any information in excess of the criteria. If you would like to discuss the requirements of the post or have any questions about the role please contact **Lisa Chapman** on 01642 756000 or via e mail **lisa.chapman@thejunctionfoundation.com**

Once you have completed your application please return to:

recruitment@thejunctionfoundation.com

Or alternatively post to The Junction, 19 Station Road, Redcar, TS10 1AN, please ensure your envelope is marked PRIVATE AND CONFIDENTIAL.

Please note the deadline for the applications **is noon on 13th December 2021**

Interviews to be confirmed week beginning 3rd January 2022.

The post is subject to relevant safeguarding procedure which includes a satisfactory Disclosure and Barring Service check.

We look forward to receiving your application.

Yours faithfully,

Beth Major
Chief Executive Officer

The Junction Foundation, 19 Station Road, Redcar, TS10 1AN
Tel: 01642 756000

Registered Charity Number: 1125578 Registered Company Number: 6648312

The Tees Valley Pathways Programme is part-funded by the European Social Fund and supported under the Youth Employment Initiative.



Why work for The Junction?

Pension

We contribute 5% of your equivalent salary into your pension scheme for all eligible posts.

Staff Wellbeing Programme

Our staff Wellbeing Programme, provided through Simplyhealth, provides money back on health-related treatments such as optician costs, dentist fees, physiotherapy and alternative therapies, so you aren't left to foot the bill.

Counselling Helpline

We provide access to 24hr Counselling Helpline support so you are never left to struggle if life becomes tough.

Counselling Face-to-Face

In addition to the helpline we provide access to 6 sessions of face to face counselling

Generous Holidays

Our generous holiday entitlement of 6 weeks per year plus bank holidays means you can balance your work and home life commitments.

The Junction Foundation, 19 Station Road, Redcar, TS10 1AN

Tel: 01642 756000

Registered Charity Number: 1125578 Registered Company Number: 6648312

The Tees Valley Pathways Programme is part-funded by the European Social Fund and supported under the Youth Employment Initiative.



Loyalty Holiday Bonus

We reward loyalty by offering colleagues 1 extra days holiday for every completed holiday year up to a maximum of 5 additional days. Increasing holiday entitlement to 7 weeks per year plus bank holidays for 5 completed holiday years.

Staff Development

We have a history of growing our own talent and we develop and support staff to expand their knowledge and take opportunities that become available.

Making a Difference

By being part of an extra ordinary team we work together to help transform the lives of local children, young people and families.

Within The Junction

There are a range of services within The Junction all working towards shared goals and all focused on making a difference to the lives of children, young people and their families, including:

- Youth Employment Services
- Young Carers' Services
- Youth Services
- Children and Young People's Emotional Wellbeing and Mental Health Services
- Children and Young People's Specialist Transport Services

We pride ourselves on being able to provide multiple specialist services 'under one roof' with each service interacting together to provide the best possible seamless service to children and young people. We employ multi-disciplinary teams of professionals with

The Junction Foundation, 19 Station Road, Redcar, TS10 1AN

Tel: 01642 756000

Registered Charity Number: 1125578 Registered Company Number: 6648312

The Tees Valley Pathways Programme is part-funded by the European Social Fund and supported under the Youth Employment Initiative.



backgrounds in psychology, social work, counselling, youth work and youth unemployment as well as other qualified and experienced practitioners who:

- Understand the issues facing children and young people
- Have the skills to effectively support them
- Can deliver outcome focused interventions

We have developed a unique service delivery model to ensure that clients are able to access a service that supports their individual needs. However, the ethos of The Junction ensures our services do not work in silos, although we recognise the need for service identities and separate lines of accountability to stakeholders.

All of our services are person-centred, outcome-focused and outcome-driven with an increased need to evidence the impact our services have on children, young people and their families.

Expectations and Job Description

It is essential that everyone who works or volunteers for The Junction recognises how their efforts help us make a difference to the lives of so many children, young people and families who are in need of our support. It is equally important that everyone is conscious of how their role supports the Vision and Mission of The Junction and that everyone can feel a sense of pride in their work.

We are very protective of our reputation of putting children and young people at the heart of everything we do and we have a clear expectation that all of our workers believe in and work to the Values and Key Principles of the organisation.

Vision

Our vision is a world where no child, young person or family is left to struggle. We want a world where there is always someone to talk to.

Mission

To empower children, young people and their families to embrace life with confidence, facing life's challenges in a positive way.

The Junction Foundation, 19 Station Road, Redcar, TS10 1AN

Tel: 01642 756000

Registered Charity Number: 1125578 Registered Company Number: 6648312

The Tees Valley Pathways Programme is part-funded by the European Social Fund and supported under the Youth Employment Initiative.



| Values | Key Principles |
|--|--|
| We listen | Children and Young People are at the heart of everything we do |
| We genuinely care | |
| We don't judge | Our workers are the key to building strong, positive relationships |
| We empower | |
| Working in partnership to make change happen | |

Working within The Junction's policy environment

All staff and volunteers within The Junction are expected to work in accordance with the policies, practices and procedures of the organisation. Key to this approach is a commitment to promote and safeguard the welfare of children, young people and vulnerable adults, as safeguarding is everyone's responsibility. Similarly, all staff are expected to demonstrate a commitment to promoting and valuing diversity, being prepared to challenge the use of discriminatory language and to support and encourage non-discriminatory practice.

Personal Development

All staff are expected to make a commitment to their own personal development, partaking in personal development opportunities and undertaking training, supervision and appraisal as required and to support the personal development of others, particularly apprentices.

The Junction Foundation, 19 Station Road, Redcar, TS10 1AN

Tel: 01642 756000

Registered Charity Number: 1125578 Registered Company Number: 6648312

The Tees Valley Pathways Programme is part-funded by the European Social Fund and supported under the Youth Employment Initiative.



Job Title: Project Worker (YEI)

Salary: £25,503 Pro rata, plus 3% increment increase per annum subject to funding and satisfactory performance.

Hours: 37 Hours per week or 18.5 Hours a week.
(Either two full time posts or one full time/two part-time posts available).

Contract Type: Fixed Term until 31st July 2023

Responsible to: Youth Employment Initiative Project Coordinator

Accountable to: Deputy Chief Executive Officer

JOB PURPOSE:

To create a range of opportunities for young people to access work placements, traineeships, apprenticeships and employment opportunities through working with partner organisations and local businesses.

SUPPORT:

Support will be provided by the Youth Employment Initiative Project Coordinator who will carry out regular supervisions.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Working with young people and their families

- Engagement with unemployed young people in the community to enable the provision of holistic, bespoke, young person centred one to one support including those with mental ill health, young adult carers and those with complex needs including: homelessness, substance misuse, income and debt issues, emotional wellbeing.
-

The Junction Foundation, 19 Station Road, Redcar, TS10 1AN
Tel: 01642 756000

Registered Charity Number: 1125578 Registered Company Number: 6648312

The Tees Valley Pathways Programme is part-funded by the European Social Fund and supported under the Youth Employment Initiative.



- Personally, and as a teamwork to empower young people, identifying and working towards appropriate outcomes, developing individual action plans and measuring progress against agreed targets, ensuring case records are completed and maintained as per project requirements.
- Work with programme partners to achieve positive outcomes for young people.
- Use appropriate systems to record outputs, outcomes, individual needs and records efficiently and in accordance with guidelines.
- Establish and maintain positive relationships with young people and their families.
- Demonstrate an active commitment to making a positive difference to the lives of children, young people and their families.

Working in the community

- Work within the community to develop positive relationships with external agencies and the wider community in order to promote referrals into the service.
- Raise awareness of the needs of young people and their families with stakeholders and the wider community.
- Use social media and marketing to raise awareness of The Junction's Youth Employment Service.
- Develop, build and maintain relationships with employers to connect young people to the world of work.

The Junction Foundation, 19 Station Road, Redcar, TS10 1AN

Tel: 01642 756000

Registered Charity Number: 1125578 Registered Company Number: 6648312

The Tees Valley Pathways Programme is part-funded by the European Social Fund and supported under the Youth Employment Initiative.



Working in Teams

To support the development of the service in line with The Junction strategic plans by taking an active part in team meetings and support, as well as working collaboratively with all colleagues and partner agencies.

To contribute to the day to day administration & running of The Junction's projects & services.

Undertake other duties and responsibilities as required from time to time commensurate with the post.

Working within The Junction's policy environment

- Work as part of The Junction's team(s) to provide a flexible and effective service for vulnerable young people and their families to achieve positive outcomes in line with organizational and project objectives.
- Support the development of the service in line with The Junction's strategic plans.
- Work collaboratively with all colleagues and partner agencies including attending programme and relevant external meetings, including safeguarding, child protection and others as required.
- Ensure that information about the role of The Junction and programmes are publicized and promoted.
- Work as part of The Junction's Team(s) to contribute to its strategic and organizational development.

The Junction Foundation, 19 Station Road, Redcar, TS10 1AN

Tel: 01642 756000

Registered Charity Number: 1125578 Registered Company Number: 6648312

The Tees Valley Pathways Programme is part-funded by the European Social Fund and supported under the Youth Employment Initiative.



- Ensure up to date records are kept regarding work with young people and their families for monitoring purposes.
- Contribute to the day to day administration and running of The Junction's projects and services.
- Undertake other duties and responsibilities as required from time to time commensurate with the post.

Personal Development

Be committed to your own personal development partaking in personal development opportunities and undertaking training, supervision and appraisal as required.

The Junction Foundation, 19 Station Road, Redcar, TS10 1AN

Tel: 01642 756000

Registered Charity Number: 1125578 Registered Company Number: 6648312

The Tees Valley Pathways Programme is part-funded by the European Social Fund and supported under the Youth Employment Initiative.



| Person Specification | Essential | Desirable | Proposed Selection Method |
|--|-----------|-----------|---------------------------|
| Qualifications and Training | | | |
| Relevant professional qualification relevant to working with client group to the equivalent of level 3/4 (ofqual) or above e.g. IAG/Mental Health/Youth Work | X | | A |
| Demonstrable experience of Safeguarding training (or a commitment to undertake as soon as reasonably possible) | X | | A |
| Experience | | | |
| Recent significant experience of engaging with and working to support vulnerable young people – person centred approach | X | | A/I/R |
| Recent experience in relevant profession e.g. Advice and Guidance, Mental Health, Youth Work, Homelessness, Employability | X | | A/I |
| Experience of working in teams | X | | A/P |
| Experience of working to achieve and evidence positive outcomes for young people | | X | |
| Recent experience of partnership working with a range of agencies to support vulnerable young people | X | | A/I |
| Experience of contributing to organisational development | | X | A/I |
| Experience of working in community-based settings | X | | A/I |
| Experience of outreach in deprived community | X | | |
| Experience working in the Third Sector | | X | A/I |
| Experience delivering Functional Skills | | X | |
| Proven track record of supporting young people into paid employment | X | | A/I |
| Knowledge, Skills and Abilities | | | |
| Knowledge of issues and barriers that young people and their families face | X | | I/P |
| Ability to engage with and motivate young people to meet agreed goals and outcomes | X | | I/P |

The Junction Foundation, 19 Station Road, Redcar, TS10 1AN

Tel: 01642 756000

Registered Charity Number: 1125578 Registered Company Number: 6648312

The Tees Valley Pathways Programme is part-funded by the European Social Fund and supported under the Youth Employment Initiative.



| | | | |
|---|---|--|-------|
| Patience and tact to deal with a range of issues that may occur with individuals | X | | I |
| Effective verbal and written communications (including IT) | X | | A/I/P |
| Good organisational skills and the ability to prioritise workloads to meet the needs of young people | X | | I |
| Ability and willingness to undertake further training and development | X | | I |
| Ability to work with employers and partner organisations from the public, private and voluntary sectors | X | | I/P |
| Able to work as part of a team | X | | I |
| Understanding of the risk and involved in working with vulnerable young people and their families | X | | I |
| Understanding of the need to have appropriate professional boundaries | X | | |
| Work related circumstance | | | |
| Willingness to work flexible hours including some evening and weekend activities | X | | I |
| Prepared to work in a non-smoking environment | X | | I |
| Demonstrate an understanding of professional boundaries and appropriate relationships with people and other professionals | X | | I |
| Commitment to The Junction's core values | X | | A/I |
| Vehicle licence and access to a vehicle or prepared to achieve within an agreed period | X | | A |
| Equal opportunities and Diversity | | | |
| Commitment to pursue Equal Opportunity and Non-Discriminatory practices | X | | A/I |

The Junction Foundation, 19 Station Road, Redcar, TS10 1AN

Tel: 01642 756000

Registered Charity Number: 1125578 Registered Company Number: 6648312

The Tees Valley Pathways Programme is part-funded by the European Social Fund and supported under the Youth Employment Initiative.