

Recruitment Information Pack

Realising the rights and potential of all children
and young people.

Completed applications must be submitted to siobhan@includeyouth.org no later than Monday 11th April 2022 at 12 noon.

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Background to **Include Youth**

Our Mission

“Include Youth is a rights-based charity for children and young people in or leaving care, from disadvantaged communities or whose rights are not being met to improve employability, personal and social development. Include Youth influences public policy and all our work is led by the voice of children and young people, evidence-based practice and international children’s rights standards.”

Our Vision

Include Youth's vision is of a society that realises and fulfils the rights and potential of all children and young people.

Who we are

Include Youth is a regional rights-based charity in NI for young people in or leaving care. Established in 1979, we celebrated our 40th year of operation in 2019. During that time, we've advocated and protected the rights of young people in or leaving care, from disadvantaged communities or those whose rights are not being met in order to ensure that they can improve their employability and personal development.

We work with young people from a range of backgrounds, including those from socially disadvantaged areas, those who have had poor educational experiences, those from a care background, young people who have committed or are at risk of committing crime, misusing drugs or alcohol, undertaking unsafe sexual behaviour or other harmful activities, or of being harmed themselves.

What we do

Through our work with young people, we influence policy in the areas of youth employment and youth justice. Our work is underpinned by the voices of young people, evidence-based practice and international children's rights standards. We provide education and development opportunities for the young people we work with through our Give and Take Scheme, Meant to Work, Aiming Higher and our other partnership projects.

Through our work, we offer young people the opportunity to thrive, offering them new essential skills that prepare them for both future employment and in their social and personal development. In 2019 alone, Include Youth:

Supported over 800 young people across Northern Ireland and Donegal Over 600 young people came through our employability programmes with a significant proportion of those continuing onto mainstream training, further education and employment.

Supported 200 young people on our Peace IV programme where they benefitted from personal development, citizenship and cross community/border activities.

Include Youth have been supporting the development of young people for 40 years, and this is just a fraction of our journey and our impact across NI and beyond.

Our Values



In all that we do, we focus around 4 core values that drive our mission, vision and cause:

- ◆ **Equality** - we focus on driving equality amongst young people and in wider society, ensuring all young people have access to employability and development opportunities to further their lives, regardless of circumstance. Working with public bodies and government, we lobby and drive institutional change so that we can create a better tomorrow for all.
- ◆ **Inclusion** - we believe in an inclusive society, where regardless of background, everyone should have a voice. Include Youth are here to include and advocate for young people from all communities, creating a truly inclusive environment and Including Youth across Northern Ireland and wider areas.
- ◆ **Opportunity** - through our work we ensure that young people are provided with opportunity to excel and thrive, whether that be in their employability, personal development or social skills. By facilitating accessible programmes, we can drive opportunities for the most vulnerable in society and create opportunity for all.
- ◆ **Integrity** - we work in an open and honest way and communicate with our young people so we can best advocate for them and achieve the best results. As an evidence-based charity, we ensure we follow that evidence and the voices and needs of our young people so we can operate transparently and achieve the best for those we work with.

Role Description

As our mission and journey grow, we're delighted to open recruitment for the following position:

Vacancy

Employability Job Coach

Job Ref: EJC MAR22

Expected start date May 2022

Expected end date March 2023

(post may be extend for 1 to 6 months subject to funding from Belfast Health and Social Care Trust)

Job Purpose:

To enhance the employability of young people in and leaving care with particular focus on JobStart (LAC Pilot with Belfast Health and Social Care Trust).

Interviews expected to be held

Between 20th and 29th April

Person Specification

Essential Criteria:

Training, Education and Knowledge

- Recognised 3rd level appropriate qualification in either Recruitment, Human Resources, Careers Guidance, Education/Training, Business, Youth Work or Social Work.
- Knowledge of current policies affecting socially excluded young people facing long term unemployment
- Knowledge of the world of business and how a range of organisations operate

Experience

At least 1 year's relevant experience of: -

- Directly supporting or mentoring young people who face barriers to employment, education and training opportunities.
- Self-management and project co-ordination including regular monitoring and reporting
- Experience of working to meet the education/training/employment needs of young people aged 16+
- Experience of a range of approaches of working with young people

Behavioural skills & Competencies

- Results focused, target driven and self-motivated
- Excellent written and oral communication skills including oral presentation skills
- Ability to effectively network and build strong relationships
- Excellent negotiation and diplomacy skills required to enact change
- Computer literate
- Ability to effectively manage own time
- Commitment to children's rights

Special Circumstances

- Must hold a current driving license and have access to a vehicle. This criterion may be waived if a disability prohibits driving. In this case, please demonstrate how you would meet the mobility requirements of this post.

Person Specification

Desirable Criteria

Training, Education and Knowledge

- Recognised qualification in Supported Employment or other qualifications relevant to the role.
- Awareness and knowledge of issues relating to socially excluded young people in the Belfast Trust Area.
- Understanding of the Looked After System

Experience

- 1 years' experience of working in a job coaching capacity.
- Experience in designing and delivering training
- Establishing and maintaining multi-agency working
- Experience of networking with key stakeholders to promote a product or service

Behavioural skills & Competencies

- Commitment to Include Youth's values and principals
- Ability to scan, digest and re-present information in a user-friendly format to young people
- Ability to strongly advocate and influence on issues related to children and young people who are, or have been, in care

Special Circumstances

- Able to work outside normal office hours when required

Reward Statement

Terms and Conditions

Standard 35 hour working week
Staggered start times
Up to 30 days annual leave and 12 annual statutory days
Time off in Lieu (TOIL) in compensation of additional hours worked

Work Life Balance

Flexible Working
Family and People friendly policies

Financial Reward and Recognition

Sector competitive salaries
Salaries will be reviewed annually
Enhanced sick, maternity, paternity and adoption pay
Other paid leave
7% contributory pension scheme
Work related professional membership
Fees paid salary sacrifice for childcare schemes
Mileage allowance at the prevailing HMRC rate
Clear policies and procedures

Training and Development

Paid tailored training and development support
In house training courses and external development
Opportunities, linked to role,
Strategic plan
Comprehensive induction programme
Personal work plans and ongoing supervision
Regular teambuilding and staff away days

Health and Wellbeing

Staff wellbeing
Programme staff care
EAP Programme
External occupational health service
Subsidised Christmas celebrations

Recruitment Process

Include Youth - Recruitment Process – Guidance for Applicants

Please read the following carefully before completing your application form. Application form (available as a separate document).

The application form:

All sections must be completed. If it is not applicable state that it is not applicable. Applicants please ensure that you first read the essential criteria on the person specification and the duties on the job description to see if you are suitable for the post. If you feel you are, you must write specific examples on the application form demonstrating how you meet every essential criterion – as this is what the short-listing will be based on.

Personal details:

Make sure that your contact details are clearly displayed. If you move to a new house, between sending in your form and being interviewed, please let us know as soon as possible. All personal details will be removed prior to the selection process.

Shortlisting: Applicants will be shortlisted against the criteria in the person specification.

The interview: All shortlisted applicants will be contacted by either telephone or email to offer an interview and this will be confirmed by email. You will be informed of the time, location, and contact for the interview.

Applicants will be asked questions relating to the job description, person specification and application, and the panel will take notes during the interview. This is part of the procedure to ensure that all applicants are treated equally, and to help us to make the right decision.

In preparation for the interview, take the opportunity to read through the job description, application form, and any other literature sent as part of the information pack, and be prepared to talk about your experience, giving examples that illustrate your ability to do particular parts of the job. If you have any special requirements that would allow you to participate more fully in the interview, let Human Resources know when you are invited to interview.

Recruitment Process

The Recruitment Process

Applications will only be accepted on the official application form. Applications can be downloaded from the following links:

<https://www.communityni.org/job>

<https://www.includeyouth.org/about/jobs>

Attached CV's will not be considered, either in lieu of the application form or in conjunction with it. It is the responsibility of the applicant to ensure that you have downloaded the application form and Equal Opportunities Monitoring Form and upload them to the following link

How to apply

Application received after the **Monday 11th March 2022 at 12 noon** will not be accepted. Please return your completed application from to:

jackie@includeyouth.org

Please note this post may be subject to an AccessNI Check

We look forward to hearing from you and wish you all the best in your application and the process ahead.