



The NewBridge Project

Shieldfield Youth Programme - Youth Worker

Thank you for your interest in working with The NewBridge Project and Dwellbeing Shieldfield in the role of **Youth Worker** for the Shieldfield Youth Programme. The closing date for applications is **Monday 8th March 2021, 12 noon.** and interviews will take place on Wednesday 16th March (evening) and Thursday 17th March via video call.

We are looking for an experienced and confident Youth Worker to work in collaboration with our Youth Working Group to plan and deliver a youth-led, innovative programme of activity which is supported by local young people and families. The youth worker will understand the interests of young people and will be passionate about nurturing and empowering the young people of Shieldfield to be leaders in the place where they live and address the issues that affect them. They will be committed to creative thinking about working alongside young people as part of the process as well as through the programme.

About The NewBridge Project

The NewBridge Project is an active artist-led community that supports artists, curators and communities through the provision of space for creative practice, opportunities and an ambitious programme of exhibitions, commissions, artist development and events. We deliver this responsive programme in consultation with artists and community members.

About Dwellbeing Shieldfield

Dwellbeing Shieldfield is a co-operative of Shieldfield residents and community members of all ages and backgrounds. Through our projects, research and events we share life together, support our neighbours and celebrate and empower our rich and diverse community.

This job pack includes:

1. Important dates and information about the job
2. Description and overview of the job
3. Skills and experience that we are looking for
4. How to apply:
 - Details and guidance on how to apply
 - Selection process
 - Interview
 - Further support and queries

We encourage applicants from all backgrounds to apply who have the relevant expertise and experience to fulfill this role. Please get in touch with any questions or queries: Email applications@thenewbridgeproject.com and include **Shieldfield Youth Worker query** as the subject line.

1. Important dates and information

Title:	Youth Worker
Deadline:	Monday 8th March 2021, 12noon
Interview Date:	Zoom workshop with Youth Working Group: Wednesday 17th March (evening) Panel Interview: Thursday 18th March (daytime)
Start Date:	April 2021, subject to agreement
Salary:	£12/hour
Hours:	Part time, 16 hours per week
Contract:	Beginning April 2021; contract until March 2023. (potential to be extended – funding dependent) 3-month probation period. The role could be either a salaried/employed contract, or on a fixed-term, freelance basis (with you responsible for your own tax and NI).
Location:	Remote, Detached and Venue based. We are currently working from home where possible. You will normally have access to The NewBridge Project staff office, we are currently based across 2 main sites: <ul style="list-style-type: none"> - The NewBridge Project : Newcastle, Carliol House, Market Street, NE1 6NE - The NewBridge Project : Gateshead, 232-240 High Street, NE8 1AQ <p>The NewBridge Project will be relocating to a new premises in Newcastle in Spring / Summer 2021. This will be the main base for the youth worker.</p> <p><i>Please note due to its age and change of use NewBridge's current Newcastle site is not accessible. The Gateshead site is accessible, and this is where most staff currently work. The new premises in Shieldfield is fully accessible.</i></p> <p>Dwellbeing Shieldfield's work is based in Shieldfield. Dwellbeing use a variety of venues and spaces within the community. They currently have no office or venue (staff and volunteers currently work remotely).</p>
Working with:	The role will involve working with The NewBridge Project and Dwellbeing Shieldfield Community Benefit Society. The role will be largely supported through the Youth Programme Management Group, which will include staff from The NewBridge Project, and staff and stewards from Dwellbeing Community Benefit Society. The programme is developed alongside a Youth Working Group, made up of young people from the local community. There will also be a volunteer team set up by the youth worker to support the programme as well as a children's sessional worker. You will be officially employed, and line managed by The NewBridge Project. Your day-to-day work will be supervised by the Youth Management Group.

Working day:	<p>Below is a proposed working pattern which adds up to 16 hours per week. This could be split across several days but will include evening and weekend work (subject to change and development in response to the programme development).</p> <p>Detached youth work: 1 evening per week (2 hours including time with detached volunteer team) Programme Delivery: Regular activity sessions (5 hours per week) Youth Working Group development : 1 meeting per week (2 hours per week) Planning and Administration: 5 hours per week Trips, Residentials, other projects - 2 hours per week average over the year</p>
Flexible working	<p>We are aware that you may have other personal and/or work commitments. We are happy to work flexibly around these, as long as they do not impact on the delivery of regular planned activity.</p> <p>Due to the nature of the role, you will be expected to work some evenings and weekends. The NewBridge Project operates a Time Off in Lieu policy for out-of-hours work.</p>
Equal Opportunities & Diversity	<p>Both organisations are committed to ensuring an equality of opportunity throughout the recruitment process, and actively welcome applicants from any race, nationality, ethnicity, religion, socio-economic background, sexual orientation, age or disability.</p>

2. Description and Overview of role

About the role

Dwellbeing Shieldfield and The NewBridge Project are developing a new children and youth programme. The youth worker will be responsible for the planning and delivery of meaningful youth activity for children and young people. The focus will be on young people aged 12+ but with opportunities for younger children of school age to participate.

The programme will be shaped in partnership with young people and will be locally rooted, thematically strong and instilling values of solidarity, social and economic justice, creativity and activism. The programme will create space (physical, digital and relational) for young people to gather in the place where they live and to give them opportunity to develop their skills, talents and ideas whilst keeping their conversations as powerful as possible.

The content of the programme will be developed by the youth worker in collaboration with young people in the programme and supported by a management group and a team of community volunteers. The framework and structure of the programme could include:

- Regular detached youth work
- Regular youth and children’s activity groups
- Monthly workshops - working with an invited workshop leader – such as an artist or activist - to learn new skills and put some of their ideas into practice.
- Seasonal events – Field trips, residentials, ‘summer schools’ and holiday activities.

We hope to have the Youth Worker in post by April 2021 to start induction and planning for the launch of the programme. We intend to start detached youth work in April and May 2021 and to launch a more regular programme of activity in Spring/Summer 2021. We currently have funding to run this programme for 2 years (until March 2023) and are committed to seeking long-term financial support for the programme beyond this.

Main tasks and responsibilities

- Oversee planning and delivery of weekly, monthly and seasonal activity programme with the youth working group supported by management group and volunteer team
- Lead on detached youth work on the estate to build relationships and identify areas for development within the regular activity programme and beyond.
- Develop the leadership of the Youth Working Group and other potential young leaders / volunteers
- Recruit, train and supervise a team of volunteer youth workers following Safer Recruitment practice
- Manage and administer the programme budget
- Maintain confidential records
- Contribute content to reports for DS Stewards/members, NB staff and trustees
- Work with other organisations, such as schools, community groups and the police where appropriate
- Appraise and review all activity and change where necessary the action and focus of work after consultation with, and agreement, from the management group.
- Undertake any other related duties, identified by the line manager / Youth Management Group as are within your capabilities and level of responsibility, in order to meet the needs of the work with children and young people

3. Skills and experience we are looking for

Experience and Abilities

- Experience in organising and delivering detached youth work and in compliance with health and safety policies and procedures
- Experience of organising and leading innovative and inclusive youth and families' programmes in collaboration with young people
- Proven ability working with children and young people from a diverse range of cultural and religious backgrounds
- Proven ability facilitating the learning and development of young people and enabling them to share their ideas and use their abilities
- Proven ability to recruit, train and supervise a team of volunteers and sessional children and youth workers
- Proven ability of networking and establishing working relationships/partnerships

Qualifications

- Nationally recognised qualification in Children's, Youth or Community work or equivalent experience evidenced for the role.
- Level 3 Safeguarding Training

Knowledge and Skills

- Ability to communicate verbally with a range of different audiences (children, young people and adults, professionals)
- Excellent knowledge of Safeguarding and child protection procedures

- Computer skills to use a variety of packages /platforms
- Social Media and online skills

Personal attributes and interests

- Passion for nurturing the gifts and leadership potential of young people
- Confident working with young people in difficult situations
- Organised, reliable and efficient
- Open to artistic methods, imaginative thinking and generating the ideas of others
- Has a reflective approach to youth work practice
- Interested in the values and work of The NewBridge Project and Dwellbeing Shieldfield. (Please see our websites and social media pages for more information).

Appointment to this role will be subject to an Enhanced DBS check and full references

Please find attached The NewBridge Project Link Safeguarding and Child Protection Policies and Procedures.

4. Information and guidance on how to apply / selection process

All applications must be sent to applications@thenewbridgeproject.com with the subject heading *Shieldfield Youth Worker Application*

We have a number of different ways to apply for this role. You can do this through:

- A single PDF document containing the information outlined below
- A video or audio file containing the information outlined below
- A mixture of written and video or audio application (eg. an audio application but written Equal Opportunities Form)

If you require any adjustments to the recruitment process, then please contact us directly so we can discuss how to support you in your application.

Please read this job pack carefully before applying – the job description and skills outlined should help you to make a strong application.

In your application (whether written, audio or video) please include the following

- A. **Statement** (no more than 2 A4 pages in total / 6 minutes) including the following:
1. Your name
 2. Your pronouns - tell us how you like to be referred to such as she/her, he/him, they/them
 3. Any access requirements or adjustments you want us to know about
 4. Why do you want this role?
 - *Think about the role and the organisations you will be working with – what interests you about working on this project? What about this role appeals to you? What do you hope to get out of this role?*
 - *If you aren't familiar with the work of Dwellbeing Shieldfield or The NewBridge Project, please visit our websites/social media pages to find out more: <https://thenewbridgeproject.com> and www.facebook.com/dwellbeingshieldfield, www.instagram.com/dwellbeingshieldfield, www.twitter.com/DwellbeingS*

5. Tell us how you are a good match for the skills and experience we are looking for.

Tell us about any relevant work, education, training, skills and experience you have.

6. **CV** (no more than 2 A4 pages) including the following:

- Name, address, up to date contact information (phone and email)
- Relevant experience (education, trainings, jobs, volunteering, life skills) – please feel free to add background to this experience eg. responsibilities).
- 2 references

B. Equal opportunities and diversity monitoring form

We encourage applicants to complete our Equal Opportunities Form, which helps us monitor the diversity of our organisations and our work. Your responses will be treated with full confidentiality. If there are any questions you would rather not answer, please just tick 'prefer not to say' or skip to the next question.

Selection process

Applications will be assessed by Youth Management Group and members of the youth working group. We assess applications using a matrix-based criteria outlined in section 3 and the answers given in your statement or audio/video application.

Equal Opportunities monitoring information may be taken into account at the final shortlisting stage to help us achieve our diversity and inclusion goals. This is part of our commitment to taking **positive action** to achieve equality of opportunity throughout our recruitment process.

Interview

The Interview process will be held on 17th and 18th March. This will involve you delivering a 15-minute workshop session with the Youth Working Group on Wednesday 17th March, 7-9pm followed by a 45 minute panel style interview on Thursday 18th March (daytime). *Please indicate in your application if you cannot make any of these dates/times.*

If you are shortlisted for an interview, we will contact you via telephone or email, giving full details of the time and who you will be meeting at interview as well as details of the workshop session that you will need to prepare. We will be holding all interviews on video call. More details will be provided closer to the time.

We will also provide you with the main interview questions you will be asked in advance, though we may ask some follow up questions during the interview particularly in relation to the content of your workshop session.

Getting in touch

If you would like to find out more about this role and NewBridge / Dwellbeing, and would like to chat to a member of team, then please get in touch and let us know at applications@thenewbridgeproject.com and include **Shieldfield Youth Worker query** as the subject line, and we will arrange for a time for someone to give you a ring back. Due to the pandemic The NewBridge Project phones are not currently staffed, so email is the best way to get in touch.