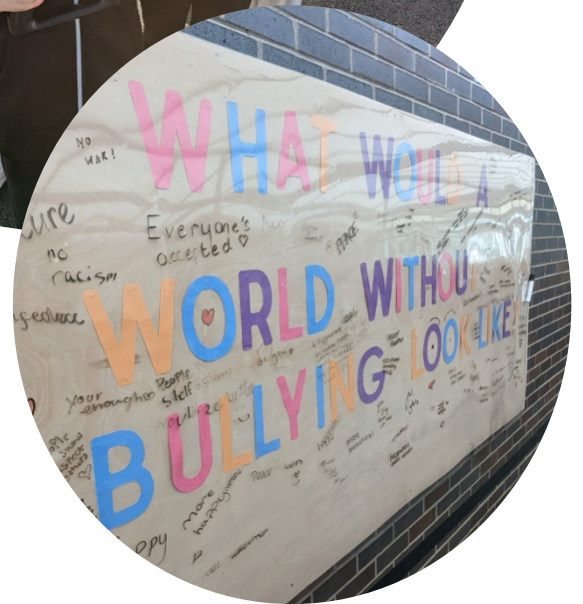


shine<sup>+</sup>



# Youth Worker

## APPLICATION PACK



Thank you so much for your interest in joining Shine. This information pack provides information about who we are, the roles available and some further background.

## Introducing Shine

‘Helping people and places sparkle’ is what we do. Through a wide range of programmes and projects we seek to help support children, young people and their families to thrive and know that they have something to give back – even when life is tough! We believe that by giving young people time, support and encouragement they can make a massive difference to their community and the wider world.

We also believe that this should be something enjoyable in all our programmes and projects there is a huge amount of fun and laughter and Shine believes in the transformative power of ‘play’ and that by participating in play and getting involved in working together it is a really positive way to build integrated communities and help address societal issues such as poor health and wellbeing, social isolation and loneliness delivering holistically healthier futures for all, whilst also providing opportunities for exploring the Christian faith.

Shine is a Bishop’s Missional Order, located in Pinehurst, Swindon. Started in 2010 it has a vision to be ‘Youth-full’ – full of children and young people but also following the traits of exploration and risk taking that being youthful entails. Shine has a real commitment to working with local people to explore what church in our community might look like rather than doing it to or for. Therefore, all of what we do is building on the strengths and ideas of local people – led by local people for local people.

We also have a focus to working with those most at risk of ‘exploitation’ – e.g. county and local drug lines, youth violence etc. So, shine has a whole range of activities including Wednesday night ‘Youthie’ (which attracts about 60 young people), Friday night football, detached youth work across three neighbourhoods, a community pizza project – the ‘Wonky Pizza Crew’ giving out free pizza to local residents; school holiday projects including HAF (Holiday Activity Funding) and trips/residentials. We also work closely with other agencies and much of our work is done in partnership including a cooking project with the local Police and Parish Council.

Shine also has a ‘chaplancy’ to two large local secondary’s and two Primary / All-through schools who are part of the same cluster. We work with the schools to deliver the Social, Moral, Spiritual and Cultural (SMSC) development so working with the students to run cultural days, awareness events, special events inc. Charity events or key events like Remembrance.

We also offer pastoral support to students, staff and parents including bereavement and practical support, mentoring and involvement in some of our community projects.

Much of our work is based out of a shipping container on the central green, known as The Beach Hut - started as a pop-up response during the first Covid lockdown. Every other Sunday late morning the worshipping community meets outside on the green for ‘Shine Breakfast’ exploring what ‘church’ might look like for local people that is sustainable through, and empowers, local

leadership. Average attendance is around 12-15. Shine also has 'Messy Saturday' attracting 50 – 100 local people of all ages each month.

Shine is an independent registered charity and attracts external funding for youth work which allows us to recruit local people – many 19 or under – as sessional workers and recently we have taken on one of the young people as an Apprentice for the next 18 months and has funding to recruit a second apprentice in the coming months.

You'll join us as at an exciting time as we grow our staff team significantly with funding from the Priority Communities Network of Bristol Diocese alongside new funding from the National Lottery. There a loads of new opportunities arriving all the time and we are really excited to be able to invest in the lives of many young people for many years ahead.

**If you have questions about Shine, the roles with us and what it might they might look like, what you'll get out of it and how it might set you up for future employment, please contact us as we'd love to have this conversation with you.**

Shine is part of the Church of England in the region providing opportunities open to all. You do not need to be a Christian or a member of a Church of England church to work with us unless there is a genuine occupation requirement stated in the job description, but you do need to be sympathetic to the Christian values and ethos of the organisation.

### **We are striving to see:**

- Children and young people's lives, and their communities transformed by having child-first approaches to all our activities and that young people are involved in all areas of decision making
- Leadership gifts and vocational calling identified, nurtured and invested in;
- People of all ages, invited to explore and encounter the Christian faith;
- New expressions of church established, for the younger generations, with participation at their core

Within this Shine is committed to providing the best quality youth work with fun and joy being at the heart of all the sessions.

**Shine is committed to increasing the diversity of participation in and recruiting and developing a team that reflects the communities we serve.**

### **What you'll be like**

We are looking for someone who loves to connect with people especially those on the margins or who might be considered 'difficult' or 'challenging' but can see beyond that to see their value and potential.

You'll work hard but love creating an environment where children and young people can flourish by getting involved, developing new skills, building friendships, and feeling safe to



share their thoughts and experiences. With passion, creativity, and ambition, you'll inspire and support them to lead healthy and fulfilling lives.

You'll be someone who really enjoys working with others and brings the energy that gets people moving and approach everything you do with a fantastic sense of fun.

*The job description that follows is intended as a guide of the main tasks of this job however we want to build on the strengths and experiences of the individual recruited, alongside the priorities of the organisation. If you like the sound of Shine and the role, but aren't sure you've got everything we're looking for, please get in touch as we'd love to discuss things with you. Who knows where that conversation might lead. We understand that a multifaceted role can seem daunting, especially when laid out in a job pack. Our expectations are realistic, we are not looking for a super-human. You'll work as part of a supportive team which will ensure you have sufficient resources to make a tangible difference across the role, without feeling stretched too thin.*



## How we'll support you

We are proud to provide excellent opportunities for everyone who serves with us as employees and volunteers, investing in training and development and doing all that we can to ensure everyone in our team is able to use fully utilise their gifts, skills and potential.

You'll be able to make a real difference

We run an ongoing programme of CPD which includes accredited options, and we invite all employees to identify training and development needs specific to them.

You'll be supported in your role by the Pioneer Minister, who will be your Line Manager, our new Operations Manager, sessional workers and other full-time youth workers including our People Development Worker, Rosie, and our apprentice Youth Support Workers. You'll also work with a fantastic team of local volunteers as well as workers from other partner agencies and organisations. Working together is really important to ensure that no-one feels isolated.

You'll work from a warm, safe and well-equipped office space, right at the heart of the community but also with flexibility to work from home where possible.

Shine is a Living Wage employer committed to ensuring that individuals receive appropriate remuneration for the work they undertake and their performance within their role. Salaries are reviewed annually.

We believe that periods of rest and restoration are important and provide full time employees with 28 days annual leave per year, with bank/public holidays in addition to this.



## Job Description Youth Worker

### Location:

Shine office (Pinehurst) and various locations around North Swindon.

### Normal Hours of work:

37.5 hours per week, to be worked flexibly but the role will require some evening and weekend work. 28 days plus bank holidays annual leave. Part time working would be considered (minimum 0.75FTE).

### Salary:

£26,000 - £28,000 (subject to experience) + pension.

### Context

This post is focussed towards increasing the participation by local young people and provide positive activities where they want them the most. The post is funded through the National Lottery Community Fund for at least 3 years.

### What you'll do

This is an exciting and innovative role for a highly motivated, experienced individual to join our creative and growing organisation. This role provides an opportunity to develop and deliver creative face-to-face youth and community work in an outer urban estate context which reaches out to and works *with* the children, young people and communities we serve.

The primary objective of the role is to deliver the project and associated outcomes as specified in the National Lottery Funding application. An overview of the project outcomes is in Appendix 1. Key responsibilities include:

- Lead our 'Kerbside' youth work taking positive activities (inc. sport) to where young people want them most.
- Develop our programmes supporting young people in our community most at risk of exploitation.
- Create increased opportunities for young people to participate in our work including leadership training, community and social action projects and having a greater voice in our work as well as local and national networks.
- Lead, develop, encourage, and coordinate a team of volunteers and part time staff to accomplish these goals.

### Key relationships:

The Youth Worker will help lead a team of full/part time staff/volunteers and will be line managed by the Pioneer Minister and will be responsible to the Trustees of shine. The Youth Worker will work closely as a peer with the Children's and Youth Pioneer. See Appendix 2 Organisational Chart for more information about our structure.

### Requirements:

You don't need to be a practicing Christian to fulfil the role, but you will need to be supportive of and sympathetic to the fact that we are a Christian faith-based organisation.

Shine is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment, to work within the policy and procedures of the relevant safeguarding policy and are required to attend all relevant safeguarding training.

This post is subject to an Enhanced Disclosure and Barring Service Check.

Shine will appoint under the Church of England safer recruitment national framework.

### **Main tasks / accountabilities:**

#### **Working with young people**

- Lead our street-based (kerbside) work including Sports activities and Detached work.
- Support young people in the designing and leading social action projects.
- Develop opportunities for young people to have a voice both locally, the wider town and further afield.
- Work with the young people to design programmes and projects which support young people most at risk of exploitation or feeling unsafe in their community.
- Develop safe, positive relationships with young people, other youth workers, partner agencies and members of the wider community, including parents.
- Work directly with young people and the wider community to develop, undertake and maintain a programme of engaging opportunities including in-school, after-school, & holiday programmes.
- Help lead and develop our work in schools inc. detached work, lessons, special events, pastoral support etc. and maintaining great relationships with school staff.
- Exercise active pastoral support for the young people developing support programmes / mentoring where appropriate.
- Provide opportunities for, and actively participating in trips, residential weekends / weeks and social action projects.
- Work to challenge inappropriate and oppressive behaviour such as bullying, racism, homophobia and sexism throughout our work.

#### **Planning, Organisation and Leadership**

- Ensure the safe running of all our work and the safeguarding of the young people and vulnerable adults we work with.
- Be responsible for the effective delivery, outcomes and evaluation of our projects, including, but not limited to: managing programs and equipment; ensuring policies and procedures are in place and followed; gaining feedback from young people and the community; managing a budget.
- Help recruit, coordinate, motivate and support the team of staff/volunteers inc. providing appropriate training and together identify and develop their gifts and talents.

- Work with the Pioneer Minister and Trustees to raise funds and complete grant applications for projects.
- Keep registers, write evaluation reports and inputting data into our management information systems.
- Promotion of events via Website/Social Media etc.
- Ensuring that all activities undertaken with the Young People are compliant with Health and Safety Legislation and best practice guidance.
- Working with the Pioneer minister and Operations Manager to capture metrics and measurements across agreed areas of activity in line with requirements of the National Lottery.

#### **Staff Management responsibilities**

- Help recruit, coordinate, motivate and support the team of staff/volunteers inc. providing appropriate training and together identify and develop their gifts and talents.
- Facilitate, and lead as appropriate, regular staff and supervision meetings.
- Organise rotas to ensure safe levels of staffing at events, sourcing cover or cancelling events as required.

*This description is intended as a guide of the main tasks of this job however we want to build on the strengths and experiences of the individual recruited, alongside the priorities of the organisation. If you like the sound of shine and the role, but aren't sure you've got everything we're looking for, please get in touch as we'd love to discuss things with you. Who knows where that conversation might lead. We understand that a multifaceted role can seem daunting, especially when laid out in a job pack. Our expectations are realistic, we are not looking for a super-human. You'll work as part of a supportive team which will ensure you have sufficient resources to make a tangible difference across the role, without feeling stretched too thin.*



## Person Specification

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlisting and interview process.

### ESSENTIAL

#### Experience, skills and knowledge

##### Experience:

- Ability to inspire, support and encourage children and young people aged 8 to 18 and develop fun and relevant activities and programmes with and for them.
- A high level of understanding and experience of safeguarding children and young people and able to maintain appropriate professional boundaries.

##### Skills:

- Can empathise with young people and relate to young people and adults in a positive way
- Can demonstrate ability to work in a team and on his/her own
- Well organised with the ability to prioritise effectively and manage expectations
- Have an imaginative and enthusiastic approach.
- Has good communication skills and is able to relate to young people and adults in a positive way.
- An excellent understanding of, and commitment to, equality and diversity with the ability to challenge discriminatory behaviour.
- Organised, with good IT and administrative skills, e.g. Microsoft 365 etc.

##### Personal Qualities:

- Friendly, cheerful, positive and self-driven, able to work independently and as part of a team.
- Positive about embracing challenge and change, open to experimenting, new ideas and reflective practice.
- Confident and able to remain resilient and calm when things are challenging or difficult.
- A commitment to continuous professional development.
- Able to maintain confidentiality within the parameters of Shine and with other agreed agencies e.g. Schools, Police and Children's Service etc.

### DESIRABLE

#### Knowledge/Qualifications:

- Hold a qualification in youth work or related fields
- Hold a sports coaching qualification
- Safeguarding training (Level 2 equivalent or above)
- Qualification in mental health support or engagement
- First aid certificate
- UK Driving licence



### **Experience**

- Diverse experience of delivering and leading high-quality children's or youth work in a schools and/or community setting in
- Experience of supervising staff and/or volunteers
- Experience of working with young people from an 'outer estates' / disadvantaged context / 'hard to reach' young people
- Understanding of Adverse Childhood Experience's (ACE's) and their effect on young people and trauma informed approaches to working with young people
- Experience of guiding young people in the Christian Faith / church-based youth work

### **Skills / Abilities**

- Able to inspire, support and encourage youth workers and volunteers in their roles and responsibilities.
- Has skills and expertise which can be usefully utilised in the youth work programme, e.g. music, arts, sports, outdoor activities, health awareness, and street culture.
- Understanding and appreciation of the importance of monitoring and evaluation in a youth work setting.
- Excellent interpersonal and communication skills, with the ability to quickly establish positive relationships with adults, children and young people.
- Able to organise own time and work on own initiative including making decisions under pressure.

## **What next**

We know that this information pack and the process of completing an application form may seem daunting and scary. Perhaps you're thinking that this all sounds amazing, but you're still a little confused about what this could look like for you and whether or not it's the right step for you to take.

If that's you, please get in touch for an informal chat about it or apply anyway. Tell us what your strengths and passions are and why you'd love to work for us and let's explore together if this is the right fit for you. We really would love to hear from you, you've got nothing to lose from getting in touch for a chat.

**For more information or to talk further contact Simon on 07973736531 or [simon@shinepinehurst.co.uk](mailto:simon@shinepinehurst.co.uk)**

**Closing date for applications: 11.59pm Monday 6<sup>th</sup> January 2025**



**Shine Pinehurst National Lottery Community Fund**

**Outcomes**

**Project beneficiaries**

Outcome		Measurement
1	25% of young people questioned are able to evaluate an increased sense of safety and reduction of risk.	<ul style="list-style-type: none"> <li>● Local statistical data (crime reports, community safety reports, Violence Reduction Unit reports).</li> <li>● Young people’s responses to a questionnaire.</li> <li>● Attendance data - young people’s participation in activities in open spaces/which mean going out after dark/which require crossing postcodes.</li> <li>● Focus group feedback.</li> </ul>
2	75% of the Young people we work with regularly have tried or learned something new	<ul style="list-style-type: none"> <li>● Young people’s responses to a questionnaire.</li> <li>● Attendance data - young people participate in new activities, attend trips, engaging in learning new skills.</li> <li>● Focus group feedback.</li> </ul>
3	15 Young people we work with are able to evaluate and describe an increased confidence and self worth	<ul style="list-style-type: none"> <li>● Young people’s responses to a questionnaire.</li> <li>● Focus group feedback.</li> <li>● Youth worker observations that young people engage more willingly and fully, make activity suggestions, initiate conversations etc.</li> </ul>
4	500 Young people have made a positive contribution	<ul style="list-style-type: none"> <li>● Young people’s responses to a questionnaire.</li> <li>● Focus group feedback.</li> <li>● Youth worker observations that young people support others to engage in activities, help with planning/set up/pack down, engage in local community events, take action for good causes etc.</li> <li>● Attendance data - young people participate in away days to evaluate work and develop strategic plans.</li> </ul>

Outcomes will be measured by:

- Annual analysis of data published by local schools, police, health, council and charities on local health, safety, crime, safeguarding and educational attainment.
- Termly questionnaire, asking young people to respond, on a scale, to statements related to each of the 4 outcomes. E.g. “In the last 3 months, I have learned or tried something new”

- Termly focus group of young people, exploring their experience of the 4 outcomes in more depth than can be achieved through the questionnaire.
- Collection of attendance data of young people at different types of sessions.
- Youth worker observations, collected each session, of young people showing evidence of progressing towards or achieving each of the outcomes.
- Annual commissioned video interviewing beneficiaries about the difference the project is making

### Volunteers/staff

Outcome		Measurement
1	2 local young people gain a professional qualification through completing an apprenticeship.	<ul style="list-style-type: none"> <li>● Successful completion of course by 2 young people from the local community.</li> </ul>
2	80% of our growing leaders e.g. staff and volunteers under 21 are able to describe increased confidence and autonomy.	<ul style="list-style-type: none"> <li>● Volunteer responses from annual questionnaire.</li> <li>● Notes from line management meetings/observations from line managers.</li> <li>● Notes from annual appraisal/review meetings.</li> </ul>
3	80% of our growing leaders e.g. staff and volunteers under 21 are able to describe their increased capacity (knowledge and skills) in community organising, activity coordination or leadership.	<ul style="list-style-type: none"> <li>● Programme delivery data - the number of activities and/or sessions led by volunteers/staff under 21.</li> <li>● Attendance data - the number of training sessions attended by volunteers/staff.</li> <li>● Volunteer responses from annual questionnaire.</li> <li>● Notes from line management meetings/observations from line managers.</li> <li>● Notes from annual appraisal/review meetings.</li> </ul>
4	5 volunteers engaged in new areas of delivery and strategic input.	<ul style="list-style-type: none"> <li>● Attendance data - volunteers participate in away days to evaluate work and develop strategic plans.</li> <li>● Attendance data - the number of individuals volunteering and the total number of volunteer hours delivered.</li> </ul>

Outcomes will be measured by:

- Annual volunteer questionnaire, asking volunteers to evaluate their experience of working with Shine and reflect on their development.

- Collection of programme delivery data - sessions delivered and activities delivered within each session.
- Line manager observations of volunteers showing evidence of progressing towards or achieving outcomes, as well as notes from line management meetings and annual appraisals.
- Attendance data - the number of attendances at events such as youth work sessions, training sessions, away days and planning meetings.

### Wider community

Outcome		Measurement
1	An Improved local perception of young people.	<ul style="list-style-type: none"> <li>● Feedback from local stakeholders (residents, police, council).</li> <li>● Residents' responses to a questionnaire.</li> </ul>
2	Increased community involvement at delivery and strategic levels.	<ul style="list-style-type: none"> <li>● Attendance data - the number of local residents attending events to shape and steer Shine's work.</li> <li>● Residents' responses to a questionnaire.</li> </ul>
3	Increased youth voice in wider local contexts: local people report increased awareness of the concerns and priorities of young people.	<ul style="list-style-type: none"> <li>● Feedback from local agencies (e.g. local government, schools, police, health services, housing services).</li> <li>● Attendance data - the number of local leaders participating in 'reverse mentoring' to learn from young people.</li> <li>● Reverse mentoring evaluation questionnaire responses.</li> </ul>

- Annual analysis of reports and data published by local agencies.
- Annual review and feedback meetings with local stakeholders and agencies.
- Annual questionnaire inviting residents to evaluate Shine's work and respond to statements about their perception of young people.
- Focus groups with local volunteers and other residents.
- Attendance data - the number of local leaders participating in 'reverse mentoring' to learn from young people.
- 'Reverse Mentoring' questionnaire, completed before and after the programme, to assess learning and attitude change.
- Annual commissioned video interviewing beneficiaries about the difference the project is making

Appendix 2 - ORGANISATIONAL CHART

