

# YCOW Youth Leader

Job Application Pack

October 2024



**Young Bristol**  
Works for young people

# Welcome

Thank you for your interest in joining Young Bristol. It is an especially exciting time to join the organisation as we set out our new 5 year strategy in 2021 focused around 'Every Young Person'.

Using 5 pillars we have set out our strategic priorities and undertaken a staffing development in order to realise these goals to deliver the best service to young people.

Everything we achieve as an organisation is only possible due to the dedicated, hard working and skilled staff team which allows us to offer a service beyond our immediate resources.

If you are looking for a challenging yet rewarding career in a team who believes in every young person, and offering them opportunities and experiences to be their best self, then we look forward to receiving your application.



Lee Williams - Chief Executive



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# Key Information

**Locations:** The Youth Club on Wheels is based at our BS14 Youth Centre, Stockwood Lane, Stockwood, BS14 8SJ

There may be requirement as the charity needs to work at other locations with prior notice

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

**Hours:** 18 hours a week Monday, Tuesday, Thursday 14:30 – 20:30, evening sessional work.

**Pay:** Hourly rate of £11.87 – (Pay review pending)



# Key Benefits

- 35 days per annum pro rata inclusive of all Bank holidays and YB closure days.
- 1 extra day holiday on your birthday
- Paid Bank Holidays (dependent on working pattern).
- Employee Assistance Programme with access to HR support, counselling, personal support, health and wellbeing materials, legal advice.
- Flexible and Remote working.
- Maternity and Parental Leave.
- Company Pension Scheme with matched contributions of up to 3%.
- Long service leave entitlement after 5 years of service.
- Reasonable reimbursement of expenses.
- Eligibility for charity worker discounts of up to £2,600 a year at <https://www.charityworkerdiscounts.com/>



# Additional Information

## In our staff survey 2023:-

- 92% of staff Strongly Agreed or Agreed to the people I work with are respectful to each other.
- 78% of staff Strongly Agreed or Agreed they would recommend Young Bristol as a great place to work.
- 89% of staff Strongly Agreed or Agreed they believe people of all cultures and backgrounds are valued and respected within Young Bristol.



# The Role

The Youth Club on Wheels project is like no other project and is well established. Recently featured on The One Show, we develop and engage young people on their own turf and work really hard doing so. We work with the hardest to reach young people and create amazing relationships and provide opportunities that empower and enrich communities who do not have any other provision for Young People.

Why would you want to work with the Youth Club On Wheels project its simple **we make a difference.**

The YCOW Youth leader will work on our unique mobile provision to deliver engaging, educational and energising programmes to young people. They will work to deliver the best opportunities for young people, broadening their horizons and supporting them to become successful, resilient and confident members of their communities. The post holder will act as a role model for young people, encompassing the values of Young Bristol and help young people make positive choices.

The role will help plan programmes, involving youth voice to ensure young people's views and thoughts and interests are heard so the clubs work for them.



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# Person Specification

- A person who engages with young people easily and genuinely cares about them.
- A person who is physically capable of moving equipment, and accessing vehicles for resourcing in line with manual handling policy & procedures
- A person who approaches work with a positive attitude, willing be flexible to meet the needs of young people
- A person who acts with integrity and empathises with others.
- A person who works well in a team – able to both lead and support as necessary
- 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 evening and occasional weekends with notice.
- All YCOW staff and volunteers have enhanced DBS disclosures and work within strict safeguarding guidelines.



# Experience

## Essential

- Passionate, and committed to developing young people socially, emotionally and personally.
- A current Youth Work qualification or the commitment to completing the Level 3 Youth Work qualification including attendance at training sessions and fulfilling evidence gathering administration. This course would be funded by Young Bristol as part of your CPD offer.
- A willingness, commitment and desire to learn is imperative as experience and training can be delivered.
- Experience of face-to-face work with young people in a paid or voluntary capacity
- Good organisational skills – including communicating with suppliers etc. for ensuring equipment are professionally maintained.



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# Experience

## Desirable

- Have held a valid driving license for minimum of 2 years, (this is a requirement of driving charity vehicles)
- Experience driving larger vehicles e.g minibuses. The YCOW can be driven on a normal car license.
- National qualification in Youth Work Practice or linked qualifications
- Experience of detached and/or mobile youth work
- Knowledge of Safeguarding children and young people
- A desire to keep abreast of developments in the sector.
- An understanding of or interest in discovering the issues affecting children and young people.



# Key Responsibilities

- Ensure YCOW equipment is well maintained and ready for regular youth work sessions.
- Ensure YCOW youth work resources are stocked, checked and ready for use.
- Build and nurture positive and supportive relationships with young people helping to increase their confidence, skills, aspirations and opportunities.
- Deliver evening youth work provision and support the planning and organising of appropriate and relevant programmes that are member led.
- To promote and encourage member participation, decision making and responsibility amongst the membership.
- To develop understanding of key needs and priorities of members and form appropriate professional relationships with members.
- If Applicable drive the Youth Club on Wheels and other mobile equipment to and from base of operations to youth work delivery locations.



# Key Responsibilities cont

- To deliver support, advice and guidance using best practice in such areas as sexual health, drugs/alcohol, C- card, Health and Well-Being etc.
- To attend staff meetings and training sessions as deemed necessary by the YCOW lead.
- To take positive steps to counter discrimination, however and wherever it occurs.
- To assist with organising, coordinating and supervising fundraising activities of the YCOW.
- To assist the working towards acquiring Quality Assurance Accreditation.
- To carry out such other duties as may be requested by the Youth Club on Wheels Lead
- Work within all YCOW policies and procedures  
e.g. health and safety, safeguarding etc



# How to Apply

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:  
Young Bristol, BS14 Youth Club, Stockwood Lane, Stockwood. BS14 8SJ

This is a rolling advert and will be filled when we find the right candidates.



# Policies and Procedures

In line with Young Bristol's GDPR policy ensure that information of a sensitive and/or a personal nature is not disclosed to, or discussed with, inappropriate persons and that all information is maintained in accordance with legislative requirements.

Ensure all duties are carried out in a way that promotes Equality, Diversity, and Inclusion and in line with Young Bristol's Equality and Diversity policy. Promote a culture of Health and Safety and observe all relevant rules, policies and procedures and complete relevant training as required.

Young Bristol are committed to ensure a culture of safeguarding excellence for its staff and service users and all colleagues must be trained and vetted to an appropriate level for their role.



# About Us

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.



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# Our Values

## 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:-



# Our Strategic Priorities

