



## **CANDIDATE PACK**

### **Two new roles:**

### **Youth Worker and Youth Support Worker for our new 'Club Class' youth club in Bournemouth**

Thank you for your interest in working for The Separated Child Foundation.

### **About us**

Established in 2007, The Separated Child Foundation offers practical, emotional and social support to separated children and young people in Britain who are asylum seekers or refugees - sometimes referred to as 'unaccompanied asylum-seeking children (UASCs)'. The children we support arrive with nothing, having fled their homeland because of war, terror or persecution.

We are a small but growing charity and currently have four part-time staff members: our Chief Executive Officer, an Executive Assistant, a Programme Manager, and a Project Manager for our Arrival Packs and Sleep Packs project. The staff team is supported by eight Trustees, 50 volunteers, and a freelance youth worker who delivers our Club Class programme in Croydon (in conjunction with the Refugee Council).

### **Why separated children need our help**

In 2021, the UK received 3,762 applications for asylum from children having arrived here alone, because their parents had been killed, imprisoned or otherwise were unable to leave (Refugee Council, 2021). Separated children share with other refugees a well-founded fear of persecution. They experience the double trauma of separation not only from their homeland, culture and natural environment but also from the adults in their family who gave them care.

### **About Club Class in Bournemouth**

'Club Class' is our weekly educational youth club programme. Club Class in Bournemouth is working in partnership with the International Care Network (ICN). This will be a one-year pilot commencing Wednesday 7<sup>th</sup> September 2022. The sessions will take place between 4.30pm-7.30pm and will run weekly throughout the year including school holidays.

Normally, the youth worker (or youth support worker, in the absence of the youth worker) would provide an interactive session on a specific topic for around an hour and a half preceded by welcomes, introductions and an icebreaker (it usually takes 15-30 mins for participants to arrive before a session properly starts). After this is an opportunity for the youth worker to facilitate a workshop designed based on either a subject of the young people's choice or a topic you feel would be useful for the young people to cover. The session plans should include a mixture of discussion, games and interactive activities. They should take into account the variety of ages and English language ability within the group.

Examples of subjects covered would be:-

- Cultural orientation including introduction to life in the UK
- Healthy relationships
- Drug and alcohol awareness
- Anti-social behaviour and youth crime
- Internet safety
- Self-esteem
- Work experience and volunteering

## **About these roles**

### **Youth worker**

The youth worker will plan, deliver and facilitate educational and cultural Club Class activities to separated children (16-25 years old). Although you will prepare and deliver the materials, the session will be supported by our youth support worker plus one support worker from ICN and one staff member from Bournemouth, Christchurch, Poole LA (BCP).

### **Youth support worker**

The youth support worker will attend sessions to support the youth worker and will also cover sessions when the youth worker is away.

Both roles are offered on a self-employed basis.

### **Equal Opportunities**

The Separated Child Foundation is proud to be an equal opportunity employer and strives to be a diverse and inclusive workplace where we can ALL be ourselves. In recruiting we welcome the unique contributions that you can bring to this role in terms of your education, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, colour, religion, disability, sexual orientation and beliefs. We particularly encourage applications from people from refugee and asylum-seeking backgrounds including former separated children.

### **How to apply for either role**

The job descriptions and person specifications are on the following pages. To apply for either of these roles, please email your CV, a supporting statement addressing the relevant personal specification and two referees to [hannah.williams@separatedchild.org](mailto:hannah.williams@separatedchild.org)

If you are applying for the youth worker position and your application is not successful, please indicate in your application if you would be interested in being considered for the youth support worker role.

The deadline for applications is 9am on Monday 25<sup>th</sup> July.

Interviews will take place in the first two weeks of August.

To arrange an informal discussion about either of the roles, please contact [hannah.williams@separatedchild.org](mailto:hannah.williams@separatedchild.org)

**Please note that as a small charity we do not have the resources to contact unsuccessful applicants.**

**ROLE DESCRIPTIONS ON FOLLOWING PAGES**



## **ROLE DESCRIPTION – YOUTH WORKER**

**Role:** Youth Worker – Club Class in Bournemouth

**Salary:** £20 per hour (sessions are on a Wednesday 4.30pm to 7.30pm) throughout the year

**Hours:** Six hours a week (three hours on a Wednesday and three hours a week for planning/prep/meetings)

**Contract:** Self-employed

**Location:** Club Class sessions will be held at the new 333 Centre in Bournemouth

**Reports to:** Programme Manager

### **Main purpose of the role**

The youth worker will plan, deliver and facilitate educational and cultural activities to separated children (16-25 years old) in the context of an educational youth club held weekly in partnership with the ICN in Bournemouth (commencing 7<sup>th</sup> September 2022). Although you will prepare and deliver the materials, the session will be supported by our youth support worker plus one support worker from ICN and one staff member from Bournemouth, Christchurch, Poole LA (BCP).

### **Role Description**

#### **Main duties:**

- Research, plan and devise educational activities/classes for the weekly Club Class
- Deliver and facilitate the weekly Club Class with the support of our youth support worker, the ICN support worker and BCP staff member
- Source outside facilitators on occasion (on a voluntary basis) to deliver specialist sessions or fun activities
- Ensure participants have an opportunity to input into future themes to be covered
- Provide emotional support to the group and individual young people when required
- Ensure the highest level of safeguarding for the young people attending
- Evaluate Club Class with participants to ensure the sessions are useful and pertinent and make improvements as required
- Work with programme manager on monitoring and evaluation of the Club Class,
- Gather feedback (anonymised where necessary) from participants on the sessions to populate social media, support funding bids and include in programme management reporting
- Provide line manager with regular feedback on the sessions and future plans

## Person Specification

### Essential

Experience in planning youth-focused interactive workshops
Experience of teaching/coaching young people using interactive techniques
Experience of working with or supporting young people, preferably separated asylum seeking and refugee children
Awareness of the needs of young people, preferably separated asylum seeking and refugee children
Awareness of safeguarding and child protection principles and practice
Self-confidence and the ability to approach and talk to young people
Experience of working with different languages, cultures and/or social backgrounds
A competence in use of basic IT skills such as use of PowerPoint
Good organisation skills, particularly related to youth work
A commitment to the work and values of The Separated Child Foundation
An understanding and commitment to equal opportunities in practice
Effective communication skills, and a good level, and understanding of spoken and written English
Teaching qualification or Youth Work qualification
An understanding of the need to provide a quality service without becoming over-involved with individual clients
Effective team player, able to work collaboratively with and quickly develop and maintain a strong relationship with the existing partner delivery team
An understanding of confidentiality, impartiality and non-directive approach when working with clients
Must consent to and provide all relevant documentation for an enhanced disclosure by the DBS

### Successful applicants will be expected to:

1. Adhere to the principles of confidentiality, for example not discussing client details out in the public domain including your own home environment
2. Adhere to the principles of equal opportunities, for example by providing appropriate, sensitive and impartial services and being accessible to all asylum seeking and refugee young people, regardless of their personal circumstances and identity
3. Adhere to clear boundaries, for example not to give out your telephone number; not to give any gifts however small or second hand they may be; and never lend, give or accept any money
4. Adhere to our Safeguarding and Child Protection policy and undertake online safeguarding training before facilitating sessions (arranged by The Separated Child Foundation)



## **ROLE DESCRIPTION – YOUTH SUPPORT WORKER**

**Role:** Youth Support Worker – Club Class in Bournemouth

**Salary:** £15 per hour (sessions are on a Wednesday 4.30pm to 7.30pm) throughout the year, rising to £20 per hour when covering a session for the youth worker)

**Hours:** Three hours a week on a Wednesday 4.30pm to 7.30pm, rising to six hours a week when covering that week's session for the youth worker

**Contract:** Self-employed

**Location:** Club Class sessions will be held at the 333 Centre in Bournemouth

**Reports to:** Programme Manager with guidance from the Youth Worker

### **Main purpose of the role**

The youth support worker will help to facilitate educational and cultural activities to separated children (16-25 years old) in the context of an educational youth club held weekly in partnership with the ICN in Bournemouth (commencing 7<sup>th</sup> September 2022). Whilst the youth worker will prepare and deliver the materials, you will support the facilitation of the session alongside one support worker from ICN and one staff member from Bournemouth, Christchurch, Poole LA (BCP). In the absence of the youth worker, the youth support worker will be required to research, plan, prepare and deliver the session.

### **Role Description**

#### **Main duties:**

- Support the youth worker in facilitating the weekly Club Class in Bournemouth
- Provide emotional support to the group and individual young people when required
- Ensure the highest level of safeguarding for the young people attending
- Research, plan and devise educational activities/classes for the weekly Club Class

In the absence of the youth worker, the youth support worker would also be required to research, plan, prepare and deliver sessions.

## Person Specification

### Essential

Experience of teaching/coaching young people using interactive techniques
Experience of working with or supporting young people, preferably separated asylum seeking and refugee children
Awareness of the needs of young people, preferably separated asylum seeking and refugee children
Awareness of safeguarding and child protection principles and practice
Self-confidence and the ability to approach and talk to young people
Experience of working with different languages, cultures and/or social backgrounds
A competence in use of basic IT skills such as use of PowerPoint
Good organisation skills, particularly related to youth work
A commitment to the work and values of The Separated Child Foundation
An understanding and commitment to equal opportunities in practice
Effective communication skills, and a good level, and understanding of spoken and written English
Teaching qualification or Youth Work qualification
An understanding of the need to provide a quality service without becoming over-involved with individual clients
Effective team player, able to work collaboratively with and quickly develop and maintain a strong relationship with the existing partner delivery team
An understanding of confidentiality, impartiality and non-directive approach when working with clients
Must consent to and provide all relevant documentation for an enhanced disclosure by the DBS

### Successful applicants will be expected to:

1. Adhere to the principles of confidentiality, for example not discussing client details out in the public domain including your own home environment
2. Adhere to the principles of equal opportunities, for example by providing appropriate, sensitive and impartial services and being accessible to all asylum seeking and refugee young people, regardless of their personal circumstances and identity
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