



CANDIDATE PACK

Youth Worker for 'Club Class' youth club in South West London

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 three part-time staff members: our Chief Executive, a Programme Manager, and a Project Assistant. The staff team is supported by 13 Trustees, over 50 volunteers, and the freelance youth workers who deliver our Club Class programmes. We also have a freelance fundraiser, an HR consultant and external accountants.

Why separated children need our help

Over 4,000 separated children claimed asylum in the UK in the year to September 2024 (UK government), having arrived here alone because their parents had been killed, imprisoned or otherwise were unable to leave. 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 London

'Club Class' is our weekly educational youth club programme. Club Class in south London is delivered in partnership with CARAS – Community Action for Refugees & Asylum Seekers. After six months of trialling this partnership, in September 2025 Club Class became a permanent service within CARAS' wider package of services for separated children. Club Class has a long history in London having run for more than a decade with Refugee Council prior to moving to CARAS. Club Class also runs as a permanent service in Bournemouth and will launch in the North East in 2026.

Club Class sessions take place on a Wednesday between 4pm-6pm (youth worker arrival 3.30pm, depart 6.30pm), throughout the year including school holidays. Participants include young people from CARAS' daytime study programme 'Get Ready for School' and young people already in education. Sessions are a combination of interactive group learning on a specific topic (the 'class') interspersed with games and fun activities (the 'club'). Sessions are designed through a combination of topics selected from The Separated Child Foundation's Club Class

framework and subjects that young people have expressed a desire in exploring together. The session plans include a mixture of discussion, games and interactive activities, taking into account the variety of ages and English language ability within the group.

Examples of subjects include:-

- Cultural orientation including introduction to life in the UK
- Healthy relationships
- Jobs and future dreams
- Mental health and wellbeing.
- Community and belonging
- Internet safety
- Self-esteem
- Work experience and volunteering

About this role

The youth worker will plan, deliver and facilitate educational and cultural Club Class activities to separated children. Although you will prepare and deliver the materials, the sessions will be supported by the Programme Coordinator from CARAS along with CARAS volunteers.

This role is offered on a freelance basis commencing January 2026.

Additional opportunities

In addition to core duties, the successful candidate may be offered opportunities for additional work that supports the development and growth of Club Class. This may include delivering short blocks of Club Class sessions in a range of external settings, as we continue to expand the programme and reach as many young people as possible. For example, during 2025 Club Class was delivered at Croydon College in 6-week blocks (two hours per week).

The role may also include dedicated time for programme development, working closely with the Programme Manager to create case studies and supporting materials that evidence the impact and value of our work. Any supplementary working hours would be paid at the same level as the youth work itself.

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 the role

The job description and person specification are on the following pages. To apply for this role, please email your CV, a supporting statement addressing the relevant personal specification, outlining your youth work experience and providing two referees to helen.tirebuck@separatedchild.org

The deadline for applications is 9am on Monday 8 December 2025. Interviews will take place on Zoom commencing Wednesday 10th December 2025.

To arrange an informal discussion about the role before applying, please contact helen.tirebuck@separatedchild.org

ROLE DESCRIPTION ON FOLLOWING PAGES



ROLE DESCRIPTION

Role: Youth Worker – Club Class in London

Salary: £20 per hour

Hours: Six hours a week (3.30-6.30pm a Wednesday plus three hours for planning/prep/meetings) throughout the year

Contract: Freelance

Location: Club Class sessions are held in South West London

Reports to: Programme Manager

Main purpose of the role:

The youth worker will plan, deliver and facilitate educational and cultural activities to separated children (up to 21 years old) in the context of an interactive youth club held weekly in partnership with CARAS – Community Action for Refugees & Asylum Seekers in SW London. Although you will prepare and deliver the materials, you will be supported by the Programme Coordinator from CARAS along with CARAS volunteers.

Main duties:

- Research, plan and devise educational activities/classes for the weekly sessions based on our Club Class framework
- Deliver and facilitate the weekly Club Class with the support of the Programme Coordinator from CARAS
- Source outside facilitators on occasion (on a voluntary basis) to deliver specialist sessions
- Ensure sessions are young people-led and participants have an opportunity to input into future Club Class sessions using our participatory feedback mechanism
- Provide emotional support and guidance to the group (please note this is not a casework role), referring individual young people to their case worker where one-to-one support is required
- Ensure the highest level of safeguarding for the young people attending with adherence to The Separated Child Foundation's Safeguarding and Child Protection Policy
- Work with the Programme Manager to evaluate Club Class with participants to ensure the sessions are appropriate and relevant to their needs, and

propose amendments and improvements to the Club Class framework as required

- Gather feedback (anonymised where necessary) from participants 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 during routine catch up calls and Programme Manager in-person visits

Person Specification

Essential

Experience in planning and delivering youth-led interactive group workshops using varied techniques and approaches
Experience of working with or supporting young people, preferably separated asylum seeking and refugee children and/or young people for whom English is not first language
Qualification in Youth Work or comparable subject, or equivalent in experience
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 engage with 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 and planning 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
An understanding of the need to provide a quality service without compromising professional boundaries
Effective team player, able to work collaboratively and quickly develop and maintain a strong relationship with the existing team
An understanding of confidentiality, and an impartial 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 sharing personal telephone numbers; not to give any gifts however small or second hand; 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).

November 2025