



Health for All (Leeds) Ltd

Candidate Information

Application Pack

Youth Worker

Welcome

Dear Applicant,

Thank you for your interest in Health for All and the post of **Youth Worker (Ref: 293)**.

Health for All is a charity created to meet the needs of people in Leeds and continues to respond to the changing needs of individuals and communities in Leeds and beyond. We provide a wide range of health-related activities for people unable to access mainstream services. Our services improve the quality of life for all generations.

Our mission is to enable the poorest and most vulnerable communities to overcome the challenges of health and social inequality. Our grassroots approach invests in safe, welcoming community spaces, tailored services built around communities in need, instilling confidence and equipping people with the skills to live happy, healthy lives.

Health for All's vision is health and wellbeing for all, a society free from inequality, poverty and isolation. We have supported individuals and families for over 33 years, with the clear aim of actively redressing health inequalities, tackling its root causes.

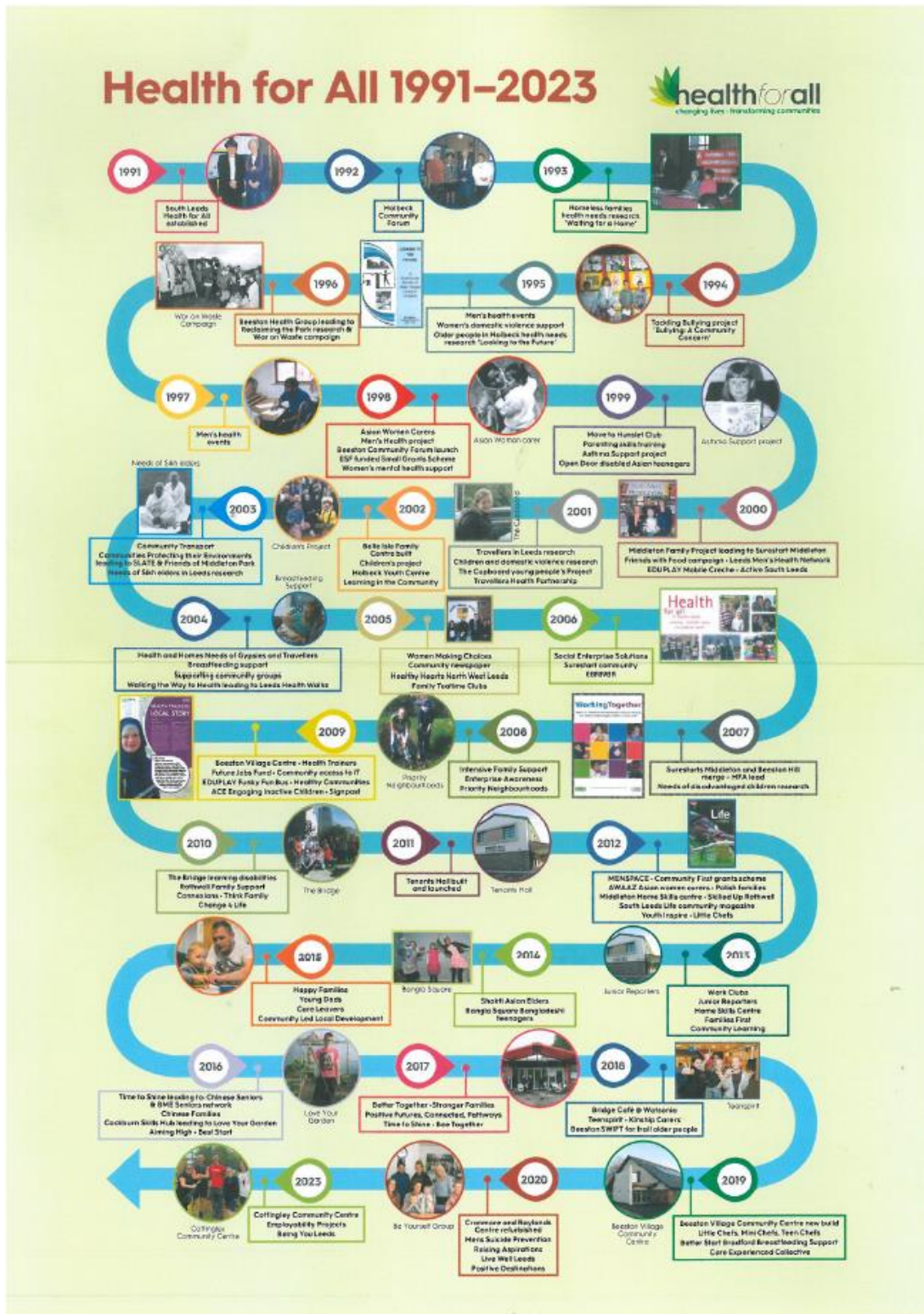
Health for all works with people of all ages, from birth to later years. We support individuals, families and children to overcome challenges, develop their skills and grow in both confidence and health through a range of projects including : giving a child the best start in life; delivering energetic enjoyable activities for children; channeling young people's idealism and energy into positive action; improving mental health through building quality relationships; providing access to volunteering; caring and connecting in times of crisis and enabling older people to retain independence and thrive.

To find out more about the work of Health for All please visit our website: www.healthforall.org.uk

We hope this pack gives you an insight into Health for All and the role of Youth Worker. Good luck in your application and we look forward to receiving it.

Kind Regards

Victoria Standish
Human Resources Manager



Health for All – About us

In 1991 south Leeds Health for All was set up with current CEO Pat McGeever appointed as a worker to engage and learn from the many diverse communities in the local area about the issues affecting their lives and, as a result, their health. This fact-finding mission led to the identification of issues and subsequent research into homelessness, a lack of support for low-income, pre-school families, isolation of older people and bullying of young people.

In 1996, Health for All became a charity and grew from our starting base in a small attic office in Beeston into our current headquarters in Tenants Hall and five additional local Community and Family centres.

Year after year, our ability to deliver more support to diverse groups has grown and now, we're proud to have facilitated the launch and success of over 70 thriving local self-help and community groups stretching across south Leeds, into areas of west, east and north Leeds, and Bradford.

It is through the support of funders we are able to continue providing vital projects and services. We are funded by grants, contracts and donations and it's only through the continued support of both existing and new funders that we can keep delivering our services. Our heartfelt thanks to our past and present funders.

Health for All improves the health and wellbeing of children, young people, adults and older people through a range of accessible, innovative services.

We have supported families for over 20 years, in the belief that children deserve the best start in life. Many parents face multiple challenges, including poverty, poor health or housing, domestic violence, disability. We use a 'whole family approach', delivering tailored support to children, young people and parents/carers. We support families and children to overcome challenges, develop their skills and grow in both confidence and health through a range of projects.

We are privileged to have worked with people with learning disabilities for over 20 years, since running a weekly confidence building and activity group in south Leeds. Our ethos is that each individual is unique and has immense potential, our role being to help them discover and develop their innate skills and talents.

To find out more about Health for All and the work we do please visit our website: **www.healthforall.org.uk**

Health for All – Applicant Letter

October 2024

Dear Applicant

Re: Youth Worker (Ref: 293)

Thank you for showing an interest in the post of Youth Worker, below is some further information to help you should you decide to apply.

We are looking for a highly motivated, experienced youth worker, to become part of our Active Clubs Experience team. The successful candidate should have strong communication and organisational skills along with a passion for empowering young people. Ideally you will be level 3 qualified in youth work or equivalent or currently working towards this.

This application pack includes the following:

- Job Advert
- Job Description
- Person Specification
- Right To work information
- Recruitment of ex-offenders

Please note we do not accept CV's or additional information other than the application form.

The closing date for applications is **Monday 4th November at 12 noon** and interviews will be held **Tuesday 12th November 2024**.

All applications must be returned to recruitment@healthforall.org.uk or to Tenants Hall Enterprise Centre, Acre Close, Middleton, Leeds, LS10 4HX before the closing date and time.

We are fully committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share the same commitment. The above post will be subject to DBS check and satisfactory references.

Good luck in your application and we look forward to receiving it.

Victoria Standish
Human Resources Manager

Youth Worker (Ref:293)

Are you passionate about empowering young people?

Do you have experience of working with children and young people?

Are you a friendly, committed individual with excellent communication skills who can inspire and motivate young people?

If so, we have the perfect opportunity for you.

We are looking for highly motivated, experienced youth worker, who has the ability to inspire and motivate young people, you will be part of our Active Clubs Experience Team and be central in supporting Children and Young People in South Leeds.

Your work will focus on delivering youth programmes and activities including running healthy holiday clubs, delivering the violence reduction unit programme and engaging and working with local schools. You will deliver activities, build their relationships and create a safe and supportive environment to develop their confidence, connect with others and build on their skills.

The successful candidate will have strong communication and organisational skills and experience of working with children, young people and families. The ideal candidate will be qualified or currently working towards level 3 in Youth Work or equivalent. You will be computer literate and able to work under your own initiative to meet tight deadlines as well as working as part of a team.

Hours: 21 hours per week (Days and hours to be discussed at interview)
Contract Type: Fixed term contract until the end of March 2026.
Salary: £24,000 full time equivalent / £14,392.56 Actual per annum
Closing Date for applications: Monday 4th November 2024 at 12 noon
Interview Date: Tuesday 12th November 2024

We are committed to safeguarding children, young people and vulnerable adults and the successful applicant will be subject to a DBS check.

To apply for this vacancy please visit our website www.healthforall.org.uk and download the application pack, if you would like to know more about this role please contact the HR department to discuss 01132706903.

Health for All – Job Description

JOB TITLE	Youth Worker
SALARY	£24,000 Full Time Equivalent per annum £14,392.56 Actual salary per annum
HOURS	21 hours (Part-Time)
CONTRACT TYPE	Fixed term contract until 31st March 2026
RESPONSIBLE TO	Health for All Trustees
REPORTS TO	Active Clubs Experience Manager

MAIN PURPOSE OF THE POST

- To be part of the Active Clubs Experience team, planning and delivering youth work projects including Healthy Holidays, Youth Groups and Violence Reduction Unit (VRU) work in south Leeds.
- To assist with the development of existing and new youth work groups and programmes, determining what support is needed for children and young people, engaging with schools, youth service and other providers.
- To build positive relationships and create a safe and supportive environment for HFA youth groups.
- To help young people to raise their aspirations, build confidence, increase self-esteem, enabling them to connect with others to build skills and experience.
- To work collaboratively with other community groups both internally and external to Health for All.
- To work flexibly to deliver sessions which may include some evening activities.
- To work with the Active Clubs Experience manager and other colleagues to ensure the service runs smoothly, ensuring any issues or challenges are raised in a timely manner.
- To operate in line with Health for All values showing commitment and a positive attitude to the post and Health for All objectives.

DUTIES

1. To develop trusted relationships with children and young people, to ensuring we support each individual who attends the groups and activities.
2. To support our Healthy Holiday programme of activities which are delivered during school holidays.
3. To communicate with a wide range of people both individually and in groups ensuring individuals receive a positive and fulfilling experience.
4. To ensure all registration, monitoring and key information is collected and stored in the correct manner at all times.
5. To keep accurate records of work using electronic and paper-based tools to monitor and record required information to ensure a high-quality service is delivered.
6. To work alongside other projects to understand the barriers to young people engaging in local services and seeking ways to remove barriers and improve engagement.
7. To keep up to date with service offers to ensure accurate and appropriate information is provided to families.
8. To organise your time efficiently ensuring the needs of the groups and activities are met along side ensuring all paperwork is completed in a timely manner.
9. To maintain professional boundaries at all times, whilst working in a person centred way.
10. To work as part of a team, sharing information, knowledge and learning, seeking advice and support as and when required.
11. To undertake all mandatory training in a timely manner and attend any further training relevant to this role.
12. To attend meetings and supervision, undertaking training and attending professional development activities as appropriate.
13. To carry out the duties of the post with regard to Health for All's Safeguarding Children's policy, Safeguarding Vulnerable Adults Policy, Health & Safety, Equal Opportunities, Data Protection Policy and other policies as appropriate.
14. To undertake any further tasks required to further the aims and objectives of Health for All.

Health for All – Person Specification

	Essential	Desirable	Shown by
Qualification	<ul style="list-style-type: none"> Level 3 Qualification in Youth Work or currently working towards this or equivalent qualification 	<ul style="list-style-type: none"> First Aid Qualification Safeguarding Qualification 	Application Form / Interview
Skills	<ul style="list-style-type: none"> Excellent communication skills including telephone, text, email, written and face to face. Excellent interpersonal skills, including active, non-judgemental listening skills. Excellent individual and group support skills to support youth groups in the community. Good assessment skills including risk assessment and planning. Good organisational skills and a passion for empowering young people. Computer keyboard skills required, knowledge of email, Microsoft packages including excel, word, teams and outlook, and any other relevant IT. 		Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview
Abilities	<ul style="list-style-type: none"> Ability to identify and respond to the needs of children and young people Ability to inspire and motivate young people. Ability to establish relationships and maintain dialogue with young people and where appropriate, their families. Ability to remain calm and patient Ability to deal appropriately with challenging behaviour. Ability to work on your own initiative and with minimal supervision. Ability to keep accurate records. 		Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview

	Essential	Desirable	Shown by
Abilities	<ul style="list-style-type: none"> • Ability to establish and support youth groups. • Ability to work in an enabling & creative way. • Ability to plan and prioritise workload and meet targets. • Ability to work flexibly to meet the needs of the service. 		<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>
Experience	<ul style="list-style-type: none"> • Experience of working with children and young people individually and in a group setting. • Experience of working with children and young people in a community setting. • Experience of organising and delivering activity sessions to children and young people. • Experience of coordinating Youth groups and projects. • Experience of dealing effectively with issues that affect children and young people. • Experience of planning, organising, coordinating and leading groups and activities, or similar work. • Experience of building connections and relationships within the wider community, and developing links with other agencies and schools as part of a partnership approach. • Experience of effectively working as part of a team. • Experience of monitoring and evaluating and keeping accurate records. • Experience of successfully working with diverse communities. 	<ul style="list-style-type: none"> • Experience of working in the voluntary sector. 	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>

Knowledge	<ul style="list-style-type: none"> • Demonstrate the knowledge, confidence and skills to work with children and young people with a range of needs. • Knowledge of the key difficulties and challenges faced by children and young people. • Knowledge and understanding of a range of approaches to youth provision. • Knowledge of building the capacity of youth and community groups. • Excellent knowledge of Safeguarding and Child Protection legislation and best practice. • Knowledge and understanding of Equality, Diversity and inclusion principles and practice. 	<ul style="list-style-type: none"> • Knowledge of local community resources and networks in south Leeds. 	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>
Attitudes and Personal Attributes	<ul style="list-style-type: none"> • A willingness to work flexibly through prior arrangement, to meet the needs of the service. • Patient, non-judgmental, respectful and compassionate approach. • Approachable and friendly. • Car driver and use of a car for work purposes. • Understanding of different cultures, faiths and identities, or willingness to learn. • Energy, enthusiasm and commitment to the role. • Commitment to working in ways which challenge discrimination. • Reliable, trustworthy and honest • Self motivated • Positive attitude at all times. 		<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>

Health for All – Right to work in the UK

In order to comply with the Right to Work in the UK requirements and to confirm your eligibility to work in the UK you will be required to produce one or more of a statutory list of documents.

It is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK.

A photocopy will be taken of the documentation before your interview and will be destroyed in the event that you are unsuccessful in your application. If you are appointed the photocopy of the document confirming your identity will be placed on your personal file.

If you are invited to interview you will need to bring with you ID to prove you are eligible to work in the UK a full list will be sent with the invite to interview letter.

The original document will be returned to you as soon as soon as it has been photocopied.

Documents to be provided to prove the right to work in the UK

List A:

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 1:

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 2:

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Health for All – Policy statement on the recruitment of Ex-offenders

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Health for All complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly.
- Health for All undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Health for All can only ask an individual to provide details of convictions and cautions that Health for All are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
- Health for All can only ask an individual about convictions and cautions that are not protected.
- Health for All is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- Health for All actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- Health for All select all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to DBS once a post has been offered and accepted. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- Health for All ensures that all those in Health for All who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- At interview, or in a separate discussion, Health for All ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- Health for All undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Health for All - Application Process and safeguarding

Making an Application	Interview and Selection Process
<p>Application form</p> <p>If you wish to be considered for this post please complete the application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed, etc.). The person specification, provided with the details of the post, lists the essential and desirable criteria against which each application will be assessed at each stage of the Recruitment and Selection Process.</p> <p>You will note that we require details of two referees, one of which must be your current or most recent employer.</p> <p>CVs are not accepted as part of the application process.</p> <p>The use of artificial intelligence (AI) generated answers is strongly discouraged. The use of AI may affect the depth and understanding that is required, to demonstrate successful answers to skills, experience and knowledge-based questions, in our shortlisting process. Your application will be shortlisted by a panel of people against the person specification.</p> <p>Supporting information</p> <p>This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. Please ensure you stick to the word count for each section. These sections will be used by the shortlisting panel for shortlisting for interview.</p>	<p>Those candidates who meet all the requirements for the post will be short listed and details of the interview programme will be confirmed in writing.</p> <p>As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, if the role requires specific questions will be asked at interview to assess your suitability to work with children and vulnerable adults.</p> <p>Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact us if you need to discuss this in any detail. We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.</p> <p>The closing date for applications: Monday 4th November 2024 at 12 noon</p> <p>Interview Date: Tuesday 12th November 2024.</p>

Pre-employment checks	Policies
<p>References</p> <p>If you are offered the post we will take up references, which are listed on your application form. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, sickness and disciplinary record. We may ask for additional references if we need to.</p> <p>On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.</p> <p>DBS & Disqualification checks</p> <p>Employment at Health for All is subject to DBS check relevant to the role you have been offered. All such checks must be satisfactory before we confirm any offer of appointment.</p> <p>Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are 'spent'.</p> <p>However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment. Please ensure you complete the Criminal Record Declaration Form and submit this alongside your completed application form.</p> <p>Validation of Qualifications</p> <p>If you are offered the position and dependent on the role you have been appointed to you will be asked to bring original certificates of relevant essential qualifications. These will be photocopied and kept on file.</p>	<p>Child & vulnerable adults Protection</p> <p>Health for All is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.</p> <p>Code of Conduct and Personal Behaviour</p> <p>Health for All believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well-being of all its employees and beneficiaries.</p> <p>Equal Opportunities</p> <p>We are committed to promoting best practice in our efforts to eliminate discrimination and to create an environment where everyone is treated fairly and with respect.</p>



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Website: www.healthforall.org.uk

<https://www.facebook.com/HFALEEDSUK/>

<https://twitter.com/HealthforAllLds>