



*Lyppard Hub - Ankerage Green – Worcester - WR4 0DZ - 01905 616841*

[www.lyppardhub.co.uk](http://www.lyppardhub.co.uk)

## Youth Worker Vacancy

We are looking for a youth worker to join our small team of committed staff;  
Working 2 evenings per week assisting in our busy Youth Club from  
6.15pm – 8.15pm every Tuesday & Thursday in school term time only

- Can you make a difference to young people?
- Are you reliable, friendly, enthusiastic and energetic?
- Do you want to work with young people aged 11years – 16years?

If so, this could be the perfect job for you!

All the information you need to apply for this vacancy is enclosed, however, if you have any questions please do not hesitate to contact Lauren Cartwright on the above telephone number.

Please note you must be 18 years or over to apply for this vacancy and will require a clear Disclosure and Barring Service (DBS) check prior to appointment.

**CV's will not be accepted**, you must complete the correct application and equal opportunities monitoring form. This can be sent/delivered to us at the above address or via email to [lauren@lyppardhub.co.uk](mailto:lauren@lyppardhub.co.uk)

Thank you for your interest in this vacancy and we look forward to receiving your application



## Information for the Youth Worker Vacancy.

Lyppard Hub is a charitable organisation, working in the heart of Warndon Villages in Worcester and our mission is to provide services and support to the whole community.

Tuesday and Thursday evenings in school term time are dedicated to young people. Youth Club sessions are open to young people who are in High School Year 7 – Year 11 (aged between 11 years and 16 years).

This role offers great experience for anyone wanting to enhance their career opportunities in a similar field.

### **Recruitment:**

Our ideal candidate will have previous experience working with young people, although this is not essential. We DO want people who are enthusiastic, energetic, professional, friendly, reliable and love working with young people. The successful candidate will be subject to a clear DBS check and references will be required prior to appointment.

Staff will be required to work from 6.15pm – 8.15pm both evenings. The hourly rate for this post is £10.42 per hour.

Part of the interview process involves the successful completion of at least 1 trial evening within the club. The successful candidate will be offered a permanent contract subject to the successful completion of a 6 month probation period.

### Job Description

Youth workers' role varies greatly, but typical activities involve:

- Promoting the personal, educational & social development of young people
- Adhering to all policies & procedures inc. Bullying & Safeguarding
- Befriending & supporting individuals
- An understanding about basic first aid
- Setting up & putting away furniture & equipment for each session
- To ensure young people have a positive experience when attending the club.
- Keep accurate registers & report figures to Youth Leader
- Listening & responding to young people's needs – signposting if required.
- Assisting the Youth Leader & other staff as required.
- Reporting any concerns to the Youth Leader

Working in Youth Club can entail many other duties depending on what is happening. This gives a simple overview of what this post involves.



### Youth Worker Person Specification

The candidate should have the following skills and attributes:	Essential	Preferred / Desirable
To have a passion working with young people to help support develop individuals	<input type="checkbox"/>	
To be energetic, positive and engaging with young people	<input type="checkbox"/>	
A proactive approach to youth work. To be hands on and integrate within the group	<input type="checkbox"/>	
Able to work within a committed team providing valuable input to planning and development	<input type="checkbox"/>	
Can move furniture, set up the session and clear down the session	<input type="checkbox"/>	
Reliable, punctual and committed	<input type="checkbox"/>	
Has knowledge of risk assessments	<input checked="" type="checkbox"/>	
Have a qualification in Risk Assessment (Level 2 and above / IOSH)		<input type="checkbox"/>
Have knowledge of first aid	<input type="checkbox"/>	
Current First aid qualification		<input type="checkbox"/>
Has previously worked with Young people	<input checked="" type="checkbox"/>	
Have one years' experience working with young people in a similar environment		<input type="checkbox"/>
Obtained or working towards a Youth related qualification (ie, Youth Support worker level 2 / 3 or above)		<input type="checkbox"/>
An understanding of the importance of safeguarding	<input type="checkbox"/>	
Safeguarding children and young people qualification		<input type="checkbox"/>



# Lyppard Hub

## Job application form

Unique identification number:

(For office use only)

Post applying for: Youth Worker

### Personal information

Full Name:

Address:

Contact phone number:

Contact email address:

Preferred working arrangement: Full time  Part time  Job Share

If job share, please detail preferred arrangements:

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### Qualifications

Please give details of any educational or professional qualifications that you hold.

Establishment	Qualification	Grade achieved	Date awarded

Please use an additional sheet if necessary.

### Current Employment (or most recent)

Job Title:	
Name of Employer:	
Address of Employer:	
Date started:	
Please give an outline of the duties and responsibilities of your current job:	
Notice period required:	

### Previous Employment

Please give details of your employment history, starting with the most recent. Please also explain any significant gaps in your employment history.

Position held	Name of Employer	Duties and responsibilities	Start date /finish date	Reason for leaving

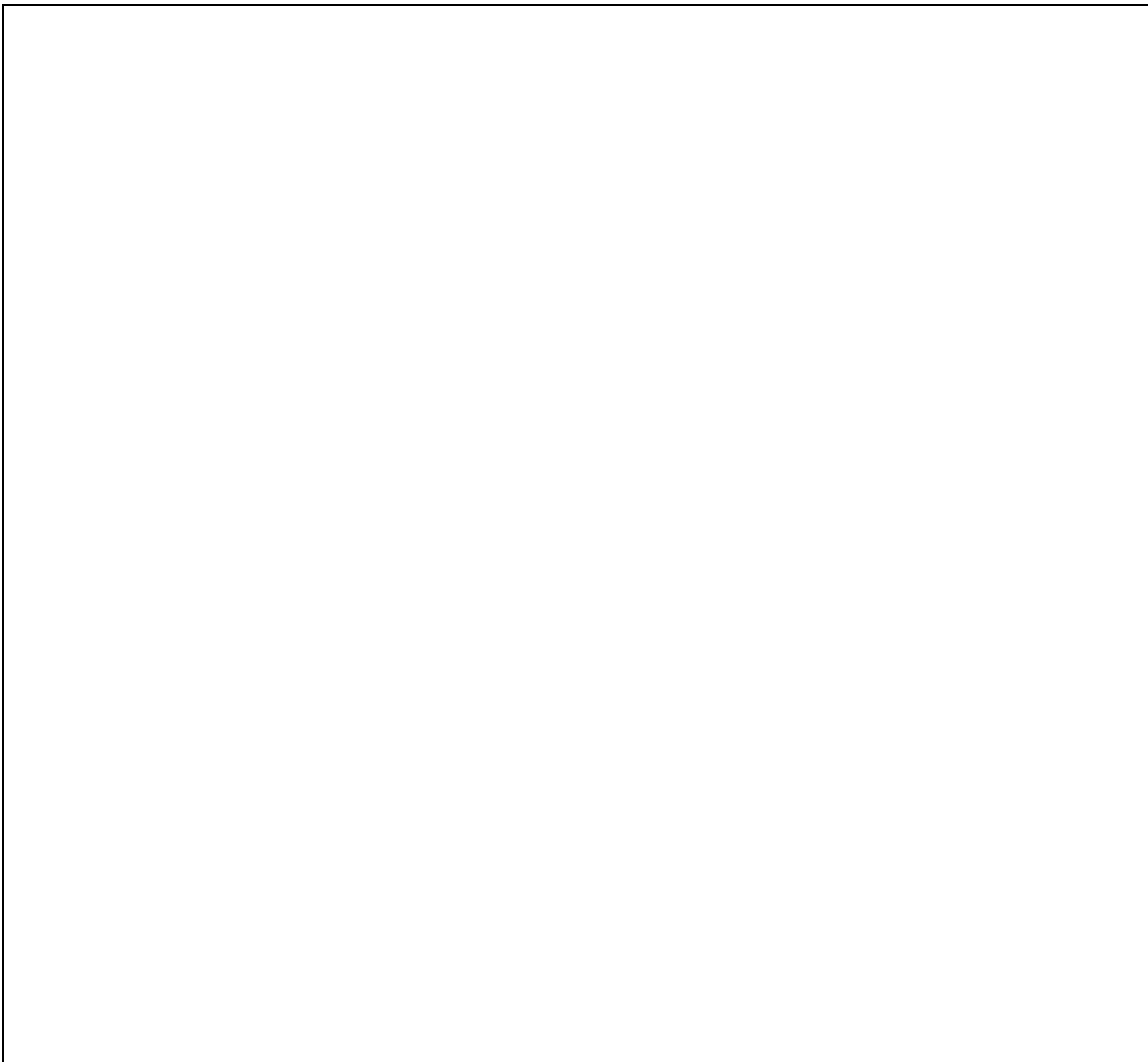
If necessary, please continue on an additional sheet.

**Other qualifications**

Please give details of any other skills, abilities, knowledge or experience you have that you believe will be relevant to this position. Use an additional sheet if necessary.

**Other information**

Please let us know of any other information that might be relevant to your application and why you are applying for this vacancy.



## References

Please give us details of two people who are prepared to act as referees. These people should not be family members and one should be your current or most recent employer. Referees will not be contacted unless you are successful at interview.

<p><u>Referee One</u></p> <p>Name:</p> <p>Address:</p> <p>Phone number:</p>	<p><u>Referee Two</u></p> <p>Name:</p> <p>Address:</p> <p>Phone number:</p>
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The Rehabilitation of Offenders Act 1974 allows certain people to consider their criminal convictions as 'spent' meaning that they don't have to reveal those convictions when applying for jobs. This job is exempt from the provisions of the Act in order to protect the public. As such you need to inform us of any criminal convictions you have received. Any of the information you give us will be treated as confidential and will not necessarily mean that your application will fail.

Have you ever been convicted of a criminal offence? YES  NO

If yes, please give details:

## Status

Are you currently eligible for employment in the UK? Y/N

Please state what documentation you can provide to demonstrate this, e.g. British passport/European Economic Area identity card/full birth certificate/passport or travel document showing an authorisation to reside and work in the UK:

## General Data Protection Regulations

We are required by EU law to obtain consent to hold your personal information in a secure location for a period of up to 12 months after your application. Your personal information WILL NOT be shared with any third party and will be securely destroyed if you have not been successful at point of recruitment. Candidates that are employed by Lyppard Hub will be required to complete an employee GDPR form when employment commences.

## Declaration

I hereby confirm that the information I have provided in this application is, to the best of my knowledge, accurate and true. I understand that if I give any false or misleading information that my application may be rejected or, if I am offered a job, it might lead to dismissal.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Equal Opportunities

Lyppard Hub is an equal opportunities employer and is committed to ensuring that our recruitment process is open, fair and not influenced by irrelevant considerations. To that end an Equal Opportunities Recruitment Monitoring Form will be sent to each applicant. (Attached)

Lyppard Hub Ltd

Equal opportunities monitoring form

**UNIQUE IDENTIFICATION NUMBER:**

(Please leave blank)

This section of the application form will be detached and used solely for monitoring purposes.

Lyppard Grange Community Centre recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Please tick the boxes which describe you most closely:

**Date of birth:**

**Gender:** Male  Female  Prefer not to say

### **What is your ethnicity?**

*Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong. Please indicate your ethnic origin by ticking the appropriate box below.*

Arab – Middle Eastern <input type="checkbox"/>	Mixed – White and Black African <input type="checkbox"/>
Arab – North African <input type="checkbox"/>	Mixed – White and Caribbean <input type="checkbox"/>
Asian or Asian British – Bangladeshi <input type="checkbox"/>	Other Asian Background <input type="checkbox"/>
Asian or Asian British – Indian <input type="checkbox"/>	Other Black background <input type="checkbox"/>
Asian or Asian British – Pakistani <input type="checkbox"/>	Other Ethnic background <input type="checkbox"/>
Black or Black British – African <input type="checkbox"/>	Other Mixed background <input type="checkbox"/>
Black or Black British – Caribbean <input type="checkbox"/>	Other White background <input type="checkbox"/>
Chinese <input type="checkbox"/>	White - British <input type="checkbox"/>
Japanese <input type="checkbox"/>	White - Irish <input type="checkbox"/>
Latin American <input type="checkbox"/>	If any 'other' category ticked, please specify if you wish:
Mixed – White and Asian <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>



<b>What is your religion or belief?</b>	
Buddhist <input type="checkbox"/>	Sikh <input type="checkbox"/>
Christian <input type="checkbox"/>	Other <input type="checkbox"/>
Hindu <input type="checkbox"/>	No religion <input type="checkbox"/>
Jewish <input type="checkbox"/>	If any 'other' category ticked, please specify if you wish:
Muslim <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>

**Disability**

*Definition of Disability – The Equality Act 2010 defines disability as ‘A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities.’ Long term in this context means likely to last longer than 12 months or likely to recur. Please note that cancer, HIV and multiple sclerosis are covered by the Act from the point of diagnosis.*

<b>Do you have a disability as defined in the Equality Act 2010?</b>
Yes <input type="checkbox"/>
No <input type="checkbox"/>
Prefer not to say <input type="checkbox"/>
If yes, please state the nature of your disability or long term condition: