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**Young People’s Centre, 69, Ship Street, Brighton, BN1 1AE**

**Telephone: 01273 721211**

**e-mail:** **info@allsortsyouth.org.uk****;**

**web:** [**www.allsortsyouth.org.uk**](http://www.allsortsyouth.org.uk)

***Allsorts is a registered charity no. 1123014***

Dear Applicant

Thank you for expressing an interest in this post. This pack contains information to help you decide if you would like this job; and sets out what you need to do, if you decide you want to apply.

About us:

**Vision:** We want to see a world where LGBT young people are free to thrive.

**Mission statement:** To support lesbian, gay, bisexual, trans and unsure (LGBTU) children and young people and challenge exclusion, prejudice and discrimination in all areas of children and young people’s lives.

**Aims of the project:**

* To support LGBT children and young people in Brighton and Hove and the surrounding area who are LGBT or unsure of their sexual orientation and/or gender identity
* To provide empowering volunteering opportunities for LGBT children and young people to run events and awareness raising campaigns
* To provide social and cultural activities for LGBT children and young people to develop friendships and have fun
* To deliver peer-led homophobia, biphobia and transphobia awareness and anti-bullying workshops for young people in schools, colleges and youth organisations
* To provide LGBT awareness training for adults and agencies working with young people
* To provide resources and educational materials relating to LGBT children and young people and promoting their well-being

# LGBT Youth Support Worker

We are looking for an enthusiastic and experienced lesbian, gay, bisexual or trans (LGBTU) youth worker to provide child and youth support including one-to-one work and facilitation of group work. You will also act as positive LGBT role-model for our service users.

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| Job Title:  | LGBTU Youth Support Worker |
| Fixed term: | 1 year (subject to funding)  |
| Salary: | £21,589 per annum pro rata  |
| NJC Scale Point 2019: | 12 |
| Accountable to: | Project Manager  |
| Hours of work: | 24 |
| Annual Leave: | 27 days plus bank holidays (pro rata for part-time workers) & three additional days over Christmas. Our leave year runs in line with the financial year.  |
| Pension | Allsorts Youth Project is part of Royal London’s pension scheme and contributes 8% towards your pension.  |
| DBS  | Please note that successful applicants will be subject to a Disclosure and Barring Service check & are also subject to reference checks.  |
| Training & development  | Allsorts Youth Project aspires to be a learning organisation that supports its staff to improve their skills and knowledge. This may be through informal means such as mentoring or work shadowing, or more formal training courses. You will be invited to reflect on your own training needs in discussion with your line manager, initially as part of the probation process and then ongoing through the regular supervision and annual appraisal process.  |

*We encourage applications from members of communities which face discrimination.*

Good luck with your application.

If you have any questions or want more information about the role please contact our Project Manager, Ryan Gingell, on 01273721211 or ryangingell@allsortsyouth.org.uk

# Procedure for Application

1. **Closing date** for completed applications is **Wednesday 22nd May 2019 at 5pm**. We are unable to accept late applications.
2. **Shortlisted applicants** will be informed on **Wednesday 29th May 2019 by 5pm.** You will only be contacted if you are being invited for interview.
3. **Interviews** are to be held on **Tuesday 4th June 2019.** The interviews will take place in the afternoon; if you are not available on the 4th June please let us know when you apply.
4. **Assessment Process**: there will be two interviews
	1. Formal panel made up of an Allsorts young person, staff member and trustee and
	2. Young people’s group interview, facilitated by a member of staff.
5. **Sending us your application form:**

Please fill out the application form and return it to us either as an **email attachment** to info@allsortsyouth.org.uk

**OR**

a paper copy by post to: Allsorts Youth Project, Young People’s Centre, 69, Ship Street, Brighton, BN1 1AE.

Please address the subject line of the email (or the envelope): *Private and Confidential.*

We will acknowledge receipt. Please do call us if you have not received acknowledgement.

1. **Filling out the application form: you must address each item in the person specification in the order in which each item appears in the specification giving brief examples to demonstrate you experience, knowledge etc.**

*Please follow these guidelines with care!*

*Application forms may be rejected if they fail to adhere to them.*

# LGBTU Youth Support Worker

# Job Description

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| **AREAS OF RESPONSIBILITIES**  |
| **A** | **Front Line Responsibilities** * Deliver sessions for Lesbian, Gay, Bisexual, Trans and Unsure (LGBTU) young people and their families under the direction of the Project Manager.
* Asses, greet & induct young people into the project as per Allsorts’ procedures.
* Provide one-to-one emotional support to LGBTU young people, including brief check-ins at groups.
* Co-facilitate other groups, where needed within the project.
* Develop & deliver fun, engaging social & educational activities for LGBTU young people addressing mental, physical & sexual well-being and resilience.
* Provide activities outside of Allsorts that address the needs of LGBTU young people and engage and organise young people to participate in LGBT+ events.
* Liaise with other agencies and attend meetings in relation to mental, physical & sexual well-being for LGBTU young people.
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| **B** | **Performance Management, Monitoring & Evaluation** * Support & contribute to quarterly highlight reports, the annual report & and funders reporting.
* As occasionally required to liaise & organise volunteers tasks to ensure smooth running of groups & events.
* Supervise Adult Community Volunteers.
* Keep up to date and accurate records of one-to-one work, group work and volunteer supervision and oversee gathering of monitoring data (statistics, surveys, etc)
 |
| **C** | **Training & Education** * Contribute to LGBT+ inclusive educational and support resources
 |
| **D** | **General Responsibilities/ Requirements*** Attend line management supervision, team meetings and annual appraisal.
* Keep up-to-date with issues and best practice developments within the LGBT+ community and generic youth work, guide and advise the organisation accordingly.
* To maintain strict confidentiality with regard to information given by and about service users. To work to the legal requirements of child protection and safeguarding legislation.
* Network with local & national youth professional organisations both statutory & voluntary and attend meetings.
* To liaise with other statutory and voluntary sector support services on referrals and issues arising from joint working. To develop partnership working around issues of collective concern and to liaise with Healthwatch.
* Attend mandatory safeguarding training and refresher sessions, as well as other relevant staff development/ learning sessions, and undertake research to fulfil the requirement of the post.
* To ensure that the office is running, the phones are answered, messages passed on as appropriate and to adhere to a tidy work space and appropriate filing (electronic and paper).
* Provide information, guidance for LGBT+ and unsure young people totheir parents/carers and family, and to their employers, teachers/tutors and GPs/health workers.
* Ensure that a high standard of information and support is available to LGBTU children and young people using the service.
* Commitment to adhere to & implement the policies and procedures of Allsorts Youth Project.
* A commitment to the to the success, values and ethos of Allsorts Youth Project.
* Promote the project through digital & social media platforms, events and resources.
* Work pro-actively to involve LGBTU young people in all aspects of the work of the project and enable, where possible, LGBTU youth leadership.
* To work closely as part of a team with Allsorts staff, trustees & volunteers.
* To work on your own initiative, often under pressure, with and at times, without supervision.
* All staff may be asked to undertake other duties and responsibilities as determined by the Project Manager and/ or Co-Directors, on an occasional basis.
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# LGBTU Youth Support Worker

# Person Specification: Skills, Abilities, Knowledge & Experience

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| **ESSENTIAL**  |
| **A** | **Experience** 1. Working with children and young people one-to-one and in facilitating groups of young people
2. Working as part of a team and on own initiative
3. Working with vulnerable young people
4. Working with individuals and small groups in developmental and empowering ways
5. Designing and delivering fun, social and educational youth activities in youth settings
6. Experience of working in a team and effectively managing relationships, teamwork, shared responsibility, conflict and other team issues.
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|  | **Knowledge**1. Excellent understanding of the range of issues faced by young LGBTU people
2. Excellent understanding of methods of effective youth work and safeguarding
3. An in-depth understanding of equalities and diversity
4. Clear understanding of the nature of confidentiality and boundary issues and the need for strict adherence to our confidentiality policy.
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|  | **Skills and Abilities**1. Ability to design and deliver creative activities for children and young people
2. Effective listening skills
3. Ability to motivate, inspire and empower children and young people
4. HIghligy organised and self-motivated with the ability to prioritise and manage own workload
5. Demonstrable commitment to combating all forms of discrimination
6. Effective communication skills, verbal and written (reports and monitoring)
7. Ability to work in an environment dealing with challenging and sensitive issues
8. Tact, sensitivity and diplomatic manner with a range of difference stakeholders from young people to parents and carers, professionals and trustees.
9. Ability to work flexible hours and out of hours
10. A good level of IT skills to undertake administrative tasks , including MS Office & Gmail.
 |
|  | **DESIRABLE**  |
|  | 1. Having worked or volunteered in an LGBT+ community setting
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APPLICATION FORM

Please complete this form in black ink or typescript in 12pt as it will be necessary to photocopy your application form. If the space provided in any section of this form is insufficient, please continue on A4 paper. All applications are treated as confidential and in accordance with the principles of equal opportunities.

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| Title of post applied for  |  |

#### PERSONAL DETAILS

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| --- | --- | --- | --- | --- | --- |
| Title  |       | First names(s) |       | Last name |       |
| Preferred Name:      Preferred Pronoun:       |
| Address:       |
| Telephone Daytime: |       | Evening: |       |
| Mobile: |       | Email address |       |
| National Insurance Number:Please note, original documentation will be required demonstrating eligibility to work in the UK, as required by the Asylum and Immigration act 1996, before any offer of employment is made. |

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| EDUCATION AND OTHER QUALIFICATIONS – you can submit a CV for this sectionPlease give details, in chronological order, of academic/vocational/professional qualifications |
| From | To | School/ College/University attended | Subjects Studied | Examinations passed/Qualifications  |
|       |       |       |       |       |

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| OTHER TRAINING UNDERTAKEN – you can submit a CV for this sectionFurther relevant specialist training, short courses, in-house training etc. |
| Completion Date | Description of Training/Course |
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| PRESENT EMPLOYMENT (or most recent) – you can submit a CV for this section |
| Name and Address of Employer | Post Title | Date Appointed | Grade & Present Salary | Notice Required |
|       |       |       |       |       |
| Please describe your duties and responsibilities (please continue on a separate sheet if necessary |

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| PREVIOUS EMPLOYMENT (Please start with last post held) – you can submit a CV for this section |
| From | To | Name and Address of Employer | Position held/work undertaken | Reason for leaving |
|       |       |       |       |       |

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| KNOWLEDGE, SKILLS, EXPERIENCE RELEVANT TO THE POSTPlease use this space to tell us a little more about yourself and why you are interested in this post. The attached person specification describes the skills, knowledge and understanding we are seeking which you may have acquired through paid or voluntary work or life experience. We will be assessing your application against each of the points in the person specification so please address each point separately. *(Please continue on a separate sheet if necessary)* |
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| ADDITIONAL PERSONAL INFORMATION |
| **Adjustments for Disabled Applicants** Please indicate any aid(s)/adjustments required at interview or if appointed:*These questions are asked to ensure that we meet our obligations under the Equality Act 2010*. |       |

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| **DISCLOSURE OF CRIMINAL RECORD** |
| This post involves direct work with vulnerable adults and/or children and young people under 18. As such it is exempt from the Rehabilitation of Offenders Act (1974) and you are required to declare any criminal conviction, even if it would be defined as spent under the act. Any offer of employment will be subject to an “Enhanced Disclosure” from the Disclosure and Barring Service (DBS). If you falsely declare that you have no criminal record, this may be taken as a breach of contract and could result in dismissal. If you are offered this post confirmation will be subject to a check by the DBS.Existence of a criminal record does not specifically debar you from employment. Any information that you provide will be treated as strictly confidential and will be considered only in relation to your application.Please give details of any conviction, caution, bind-over order or pending prosecution or Court proceedings:       |

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| **REFERENCES****Please give the name, address, occupation and telephone numbers of two people who can be approached for references. Your referees should not be related to you and would normally include your current and previous employer or college tutor where applicable.**  |
| **Name:** **Address:** **Telephone:** **E-mail:****Relationship to you:**  | **Name:** **Address:** **Telephone:** **E-mail:****Relationship to you:**  |

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| DECLARATIONInformation from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request the right of access to personal data held about them. I give my consent to Allsorts processing the data supplied in this application form for the purpose of recruitment and selection.I certify that the information given in this application is true and correct. I understand that if any false or misleading information is given or relevant information is deliberately withheld, this may result in the application being disqualified or the appointment being terminated. Due to the sensitive nature of the duties the post holder may be expected to undertake, I also understand that the Declaration will include details of any criminal convictions, cautions, reprimands and final warnings and any other information that may have a bearing on my suitability for the post. I understand too that an Enhanced Disclosure will be sought in the event of a successful application.  |
| *Signed: Dated:* *Print Name:* |

**PLEASE RETURN TO:**

info@allsortsyouth.org.uk and mark ‘Private and Confidential’

 in the subject line **or** post a paper copy to:

PRIVATE & CONFIDENTIAL,

 Allsorts Youth Project,

Young People’s Centre, 69 Ship Street,

 Brighton, East Sussex, BN1 1AE



**EQUAL OPPORTUNITIES MONITORING FORM**

Allsorts Youth Project is committed to the Principle of Equal Opportunities and strives to be an Equal Opportunity Employer. To ensure that we comply with Equal Opportunity Legislation the organisation asks that all applicants complete the details below. This information will be used solely for monitoring purposes and will be treated as confidential; it will be separated from your application upon receipt and before any consideration of candidates takes place.

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| Completion is entirely voluntary and is not required for consideration for employment.  |

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| APPLICATION FOR THE POST OF: |  |

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| Please state here where you saw the post advertised |  |

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| **Age range:** |  | **18-25** **26-40** **41-65** **65+** |

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| **How would you describe your gender?** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Is your gender different than the sex you were assigned at birth?** |  | Yes |  |  | No |  |  |

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| **How would you describe your sexual orientation?** |

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| **Which category best describes your ethnic or cultural origin?** |

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| **Asian** | **Mixed** | **White** |
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| Asian British |  | Asian & White |  | British |  |
| Bangladeshi |  | Black African & White |  | Irish |  |
| Indian  |  | Black Caribbean & White |  | European |  |
| Pakistani |  | Other |  | Other |  |
| Other |  |  |
|  |  |  |
| **Black** | **Chinese or Other Ethnic Group** |
|  |  |  |  |  |  |
| Black British |  | Chinese |  | Gypsy |  |
| African |  | Arab |  | Traveller |  |
| Caribbean |  | Jewish |  | Other |  |
| Sudanese |  |  |

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| **If you have a religious belief, please specify** |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Do you consider yourself to have a disability?** |  |  | Yes |  |  | No |  |