| **LGBT+ Youth Support Worker****APPLICATION PACK** |
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September 2021

Dear Applicant,

Thank you for expressing an interest in this role\*. We are looking to recruit an enthusiastic and experienced Lesbian, Gay, Bisexual and/or Trans (LGBT+) youth support worker to induct young people into the project, facilitate groups and offer one-to-one support. You will also act as a positive LGBT+ role-model for our service users.

You will join a growing, professional and passionate team who support LGBT+ and exploring children, young people and their families and challenge exclusion, prejudice and discrimination in all areas of their lives.

As part of the LGBT+ Youth Support Work team, you will be required to plan and deliver engaging and educational youth groups, programmes and events. Therefore, you must have paid or voluntary experience of youth work or similar.

As an LGBT+ Youth Support Worker you will need an excellent understanding of the issues LGBT+ children and young people face and you will have experience of designing and delivering youth group programmes that helps young people to develop the skills and confidence they need to be active members of Allsorts and their communities, as well as providing the support, understanding and/or information they may not be able to access at home or at school.

IT skills are essential as you will be required to record data on relevant management information systems, produce reports and correspondence as required by the Brighton & Hove Project Manager. You will be expected to work regular evening sessions in person and online each week, alongside additional weekend work as and when required. The role will primarily be based in Brighton however part of the role involves travel to the wider Sussex area to support with group delivery, therefore, access to a vehicle is desirable.

Allsorts has been developing more inclusive and accessible services for LGBT+ children, young people and their families. We are committed to looking at other areas of inclusion to ensure we are being inclusive to the diversity of need, including those who are in care, with disabilities and from traveller communities.

Allsorts Youth Project is an equal opportunities employer and welcomes applications from all sections of the community. We particularly encourage applications from people from intersectional and minority groups, including those who are BAME, or those with disabilities, and/or are neurodiverse. Applications will be assessed according to the criteria of the Job Description and Person Specification as required by our Equality, Diversity & Inclusion and Recruitment Policies. Please make sure you answer the points in the Person Specification on your application form.

If you would like this information in another format, e.g. large print or audio, please email recruitment@allsortsyouth.org.uk.

We look forward to hearing from you and wish you luck with your application.

Yours sincerely,

Katie Vincent

Chief Exec

 \*This role is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010 for protected characteristics, in this case, to be a Lesbian, Gay, Bisexual, Trans (LGBT+) worker who will reflect the membership criteria of the target group.

| **ABOUT ALLSORTS** |
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# **ALLSORTS YOUTH PROJECT LISTENS TO, SUPPORTS AND CONNECTS CHILDREN & YOUNG PEOPLE AGED 5-25 WHO ARE LESBIAN, GAY, BISEXUAL, TRANS (LGBT+) OR EXPLORING THEIR SEXUAL ORIENTATION AND/OR GENDER IDENTITY AND THEIR FAMILIES.**

**Values:**

Youth Voice. Inclusion. Equality. Empowerment.

**Vision:**

We want to see a world where LGBT+ young people are free to thrive.

**Mission Statement:**

To support lesbian, gay, bisexual, trans (LGBT+) and exploring 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 children and young people in Sussex who are LGBT+ or exploring 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 support them in developing friendships and having fun.

* To provide support, information, advice and guidance to families of LGBT+ children and young people.

● 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 and Inclusion training for professionals and organisations working with young people.

● To provide resources and educational materials relating to LGBT+ children and young people and promoting their well-being.

| **ALLSORTS TEAM** |
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**Staff Team**

We are a growing team and have a total of 13 team members.



**Volunteer Team**

We currently have approximately 12 Youth Volunteers and 15 Community Volunteers (adult) working across our groups and age ranges in Brighton, Chichester, Horsham, Worthing and online.

**Board of Trustees**

We currently have 8 members on the Management Committee which is led by our Chair, Trudy Ward. For more information about the Trustees, please visit the website.

**How we are working due to COVID-19 restrictions**

The Allsorts team has been working from home since the 17th March 2020 with all staff having undertaken an individual risk assessment and work station assessment, which are reviewed regularly.

All services (groups, one-to-one support, advocacy, training), fundraising and events have been delivered online via Zoom (pro accounts) since early April 2020.

In line with the National Youth Agency guidelines and Government guidance, and with the appropriate PPE & protocols in place, Allsorts is now offering all services both online and offline.

| **PROCEDURE FOR APPLICATION** |
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| **Closing Date**  | Friday 24th September at 12pm |
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| **Shortlisted Applicants Notified by Email\*** | Monday 27th September |
| **Interviews** | Thursday 7th October |
| **Start Date** | ASAP |

*\*Please note, you will only be contacted if you are invited for an interview.*

**Assessment Process**:

* Young people’s group interview. This will take 20-30 minutes.
* Formal panel made up of an Allsorts young person, Brighton & Hove Project Manager, Deputy CEO and a Trustee. This will take 30-40 minutes.
* 10 minute presentation on an activity you would deliver in a youth group for age 11 - 15 or 16 - 25
* Please note, there may be a break between each part of the assessment process

**Filling Out your Application:**

Applications will be judged according to the criteria of the Job Description and Person Specification as required by our Equality, Diversity & Inclusion and Recruitment Policies. Please make sure you answer the points set out in the Person Specification on your application form, paying attention to essential and desirable criteria and what will be assessed at application or interview stage. All successful applicants are subject to an enhanced DBS & reference checks. Please follow these guidelines with care - application forms may be rejected if they fail to adhere to them.

Should you need any more information or would like to discuss the role, please email recruitment@allsortsyouth.org.uk to arrange a call back.

**Sending us your Application:**

Please fill out the application form and return it to us as an **email attachment** to: recruitment@allsortsyouth.org.uk with **Private & Confidential: LGBT Youth Support Worker** in the subject line.

**OR**

Send a paper copy by post marked as **Private & Confidential** to:

Recruitment

Allsorts Youth Project

Young People’s Centre,

69 Ship Street,

Brighton, BN1 1AE

| **JOB DESCRIPTION** |
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| **Job Title:** | LGBT+ Youth Support Worker |
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| **Term:** | Fixed until March 2022Extension subject to passing probation & subject to funding. |
| **Salary:** | £24,491 per annum pro rata  |
| **NJC Scale:** | Scale 5, SCP 17 |
| **Accountable to:** | Brighton & Hove Project Manager |
| **Hours of Work:** | 30 hours a week |
| **Annual Leave:** | 27 days (pro-rata), plus bank holidays and three additional days at 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 & References:** | Please note that successful applicants will be subject to an enhanced Disclosure and Barring Service (DBS) check & references. |
| **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, 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 regular supervisions and annual appraisal.  |
| **Staff Wellbeing:** | We offer quarterly supervision with line managers as well as physical and mental health & wellbeing support via Bright Wellbeing and Counselling service with access to:* Face-to-face counselling
* Online support, webinars & mini-health check
* Open 24/7, 365
* Confidential advice line
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| **AREAS OF RESPONSIBILITY** |
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| **A** | **Main Areas of Responsibility and Delivery** * Co-deliver in person (Brighton) and online group sessions (Sussex) for Lesbian, Gay, Bisexual, Trans and Exploring (LGBT+) children & young people (11 - 25s) under the direction of the Brighton & Hove Project Manager.
* Co-deliver in person East Sussex youth groups (16 - 25s) (1 per month - funding permitting)
* Induct children & young people (11 - 25s) in person and online as per Allsorts’ procedures (up to 3 x 30min meetings per day)
* Provide in person and online one-to-one support (up to 3 x 30 - 45min sessions a day)
* Plan, deliver and co-facilitate offsite trips and residentials.
* Co-facilitate other groups, where needed within the project
* Develop & deliver fun, engaging social & educational activities
* Plan & deliver one wellbeing activity every month
* Liaise with other agencies and attend meetings where needed
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| **B** | **Performance Management, Monitoring & Evaluation** * As occasionally required, liaise & organise volunteer tasks to ensure smooth running of groups & events
* Supervise Community Volunteers
* Keep up to date and accurate records in Charity Log of registrations, group work, one-to-one sessions and community volunteer supervision
* Work to agreed case load recording, referral, monitoring and evaluation systems
* Work to agreed organisational case work standards
* Provide statistics, survey results and case studies for the purpose of funding reports, quarterly highlight reports and social media channels
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| **C** | **Training & Education** * Contribute to our LGBT+ inclusion training and education resources, as and when requested.

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| **D** | **General Responsibilities/Requirements*** Attend line management supervision, team meetings and annual appraisal.
* Attend mandatory safeguarding training and refresher sessions, as well as other relevant staff development/learning sessions, and undertake research & training to fulfil the requirement of the post.
* Provide information and guidance for LGBT+ children & young people and their wider support networks.
* Keep up-to-date with issues and best practice developments within the LGBT+ community
* Ensure that a high standard of information and support is available to LGBT+ children and young people.
* Maintain strict confidentiality with regard to information given by, and about, service users.
* Work to the legal requirements of child protection and safeguarding legislation.
* Network with local & national professional organisations both statutory & voluntary and attend meetings where appropriate.
* To liaise with other statutory and voluntary sector support services on referrals and issues arising from joint working.
* Attend relevant events to promote Allsorts Youth Project.
* Commitment to adhere to & implement the policies and procedures of Allsorts Youth Project.
* A commitment to the success, values and ethos of Allsorts Youth Project.
* Promote the Project through events and resources.
* 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 management team, on an occasional basis.
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| **PERSON SPECIFICATION** |
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| **ESSENTIAL CRITERIA** |
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| **Experience** | 1. Minimum of two years experience working with children and/or young people with a wide range of needs and an ability to communicate effectively and build relationships with them
2. Minimum of two years experience of planning, preparing and delivering youth work and group work programmes or similar
3. Experience of working on an individual and/or small group basis in supportive and empowering ways
4. Designing and delivering fun, social and informal educational activities
5. Lived experience as an LGBT+ person
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| **Skills and Requirements** | 1. Ability to motivate, inspire and empower children and young people
2. Demonstrable commitment to combating all forms of discrimination
3. Ability to work in an environment dealing with challenging and sensitive issues
4. Ability to prioritise and manage own workload
5. Ability to work flexible hours, a couple of evenings per week, and some weekends
6. Effective IT, listening and communication (verbal and written) skills
7. Ability to develop rapport and build supportive relationships with people across a range of ages
8. Ability to reflect and consult with colleagues and other practitioners before planning effective interventions.
9. Ability to gather monitoring data and write progress/impact reports
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| **Knowledge/ Qualifications** | 1. Excellent understanding of intersectionality and the range of issues faced by LGBT+ children & young people
2. An in-depth understanding of equality and diversity and intersectionality
3. Excellent understanding of safeguarding children and vulnerable adults
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| **DESIRABLE CRITERIA** |
|  | * Having worked or volunteered in an LGBT+ setting
* A good understanding of effective youth support work
* Professional qualification in youth work or similar field up to diploma level
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| **Application for the Post of:****LGBT+ Youth Support Worker** |
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Please complete this application form in type or black ink. 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.

| **PERSONAL DETAILS** |
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| **First Name** |  |
| **Last Name** |  |
| **Preferred Name** |  |
| **Pronouns** |  |
| **Address** |  |
| **Mobile No.** |  |
| **Email Address** |  |
| **EDUCATION & OTHER QUALIFICATIONS** |
| Please provide details, in chronological order, of academic/vocational/professional qualifications.You may submit a CV for this section. |
| **DATE****FROM** | **DATE TO** | **SCHOOL/COLLEGE/UNIVERSITY** | **SUBJECT** | **GRADES/****QUALIFICATIONS**  |
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| **OTHER TRAINING UNDERTAKEN**Further relevant specialist training, short courses, in-house training etc. You may submit a CV for this section. |
| **COMPLETION DATE** | **DESCRIPTION OF TRAINING/COURSE** |
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|  |  |
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| **PRESENT EMPLOYMENT (or most recent)**You may submit a CV for this section |
| **NAME & 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) |
| **PREVIOUS EMPLOYMENT (or most recent)** Please start with last post held. You may submit a CV for this section or continue on a separate sheet. |
| **FROM** | **TO** | **NAME AND ADDRESS OF EMPLOYER** | **POSITION HELD/WORK UNDERTAKEN** | **REASON FOR LEAVING** |
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| **EXPERIENCE, SKILLS & KNOWLEDGE RELEVANT TO THE ROLE** |
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| This is your opportunity to tell us about yourself and why you are interested in, and suitable for, this role. The attached **Person Specification** describes the experience, skills and knowledge required to work in this role. If you do not meet all of the essential criteria it is unlikely that you will be shortlisted for an interview. We will be assessing your application directly against each of the points in the Person Specification, so please label each section and point very clearly and demonstrate how you satisfy each point. For example: |
| **Experience** (max 750 words) |
|  |
| **Skills and Requirements** (max 750 words) |
|  |
| **Knowledge/Qualifications** (max 500 words) |
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| **APPLICANTS WITH DISABILITIES**  |
| Allsorts Youth Project is committed to employing people with disabilities. If called for an interview or appointed in post, please state any arrangements we can make to assist you.       |
| **DISCLOSURE OF CRIMINAL RECORD** |
| This post involves direct work with vulnerable adults and/or children and young people between the ages of 11-25. 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:  |
| **REFERENCES**Please give the name, address, occupation and contact details 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:  Occupation:Address:      Phone:   E-mail:    Relationship to you:       | Name:  Occupation:    Address:      Phone:      E-mail:      Relationship to you:      |

| **DECLARATION** |
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| Information 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 for the role. The information Allsorts will hold includes my contact details, application form, references, correspondence with or about me and my performance in any interview(s), if offered. Much of the information Allsorts will hold has been provided by me, however I understand that some information may come from other sources, such as referees. 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: Print Name:Dated: |

| **EQUAL OPPORTUNITIES MONITORING FORM** |
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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. Please complete this application form in type or black ink.

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

| Application for the Post of: |  |
| --- | --- |
| Please state where you saw the post advertised: |  |
| Age Range | * 18-25
* 26-40
* 41-65
* 65+
 |
| How would you describe your gender? |  |
| Is your gender different than the sex you were assigned at birth? | * Yes
* No
 |
| How would you describe your sexual orientation? |  |
| If you have a religious belief, please specify: |  |
| Do you consider yourself to have a disability? | * Yes
* No
 |
| How would you describe your ethnic or cultural origin? |
| **Asian** | **Mixed** | **White** |
| * Asian British
* Bangladeshi
* Indian
* Pakistani
* Other
 | * Asian & White
* Black African & White
* Black Caribbean & White
* Other
 | * British
* Irish
* European
* Other
 |
| **Black** | **Chinese or Other Ethnic Group** |
| * Black British
* African
* Caribbean
* Sudanese
 | * Chinese
* Arab
* Jewish
 | * Gypsy
* Traveller
* Other
 |