

Bradford



Bradford YMCA

Programme Manager (Y's Girls Youth Mentoring  
Programme)

Application Pack

**Closing Date: 7am Monday 11<sup>th</sup> January 2021**

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## A WELCOME TO APPLICANTS

Thank you for your interest in working for the YMCA. If you are an internal applicant you will already be familiar with the distinctive nature of the YMCA and its work. External applicants may not be aware that YMCAs are Christian charities belonging to a national and international Movement. The YMCA offers opportunities to young people and their communities to develop in mind, body and spirit and so help to fulfil their potential. It aims to reflect this holistic approach in the way it recognises the value of each individual staff member and enables them to make their unique contribution to the organisation's mission.

In England, the YMCA comprises some 160 different Associations found in most cities and towns, each of which operates as a separately registered charity. These YMCAs are often working with people at times of greatest need. Worldwide, the Movement has over 30 million members in some 125 countries. The evolution of each YMCA is influenced by local factors. But generally YMCAs aim to:

- Facilitate personal, social and spiritual development – through life and job skills training and a wide range of other opportunities for personal growth and challenge.
- Build relationships and provide programmes that support young people's transition to adulthood.
- Develop communities through the provision of supported housing, community activities and sport, exercise and fitness programmes for all ages.
- Share ideas and resources across the world as part of an international YMCA network.

The YMCA values diversity and welcomes applications from across all of the community. Diversity is reflected strongly among those who participate in YMCA activities and use its facilities. Our housing residents, for instance, come from many nations and backgrounds; the YMCA provides accommodation and training facilities for both men and women; our health and fitness suites have been successful in offering customised programmes for people with disabilities; and the range of activities involves people of all ages. We are also committed to ensuring that diversity is reflected strongly within our Board of Management, volunteer and employee structures. This includes a commitment to keep our practices under review, leading to action where necessary, in order to attract new people from all sections of the community.

Inclusiveness is fundamental to the ethos of the YMCA as a Christian organisation. It is expressed in a wholehearted commitment to welcome people of other faiths and those of none, linked to a confident identity as a Christian faith-based Movement. In order to promote the Christian ethos of the YMCA it is important that certain posts are filled by committed Christians. If the advertisement/job details for the position for which you are applying states that you are required to have a personal commitment to the Christian faith, the information you supply in the 'Religious Beliefs' section of your application will be taken into account in the selection process. If this is not the case, whilst you will be expected to respect the Christian ethos of the YMCA and uphold its values in your work, you are not required to complete the 'Religious Beliefs' section. The values to be upheld include: being inclusive and welcoming to people of all religious faiths and none; promoting respect and freedom for all; working for tolerance and understanding; having an active care and concern for the community; and affirming the equal value of each person when caring for and working with others.

Thank you again for your interest in working for the YMCA. We look forward to receiving your application.

## **Bradford YMCA Mission, Values and Ethos**

### **Our Mission**

The City of Bradford YMCA is:

- Part of a worldwide inclusive Christian Movement
- Working with people of other religious faiths and those of none
- To transform communities so that all young people truly belong, contribute and thrive

### **Our Values & Ethos**

The City of Bradford YMCA is part of a worldwide Christian Movement and our guiding values are:

- Valuing each person, and especially young people, with respect and understanding
- Being inclusive and welcoming to all people of all religious faiths and none irrespective of sex, marital status, race, colour, nationality, ethnic origin, disability, age or sexual orientation
- Working for tolerance and understanding
- Demonstrating openness, fairness, integrity and accountability
- Committed to learning from experience
- Being flexible and open to change

## **JOB DESCRIPTION**

**Job Title:** Programme Manager (Y's Girls Youth Mentoring Programme)  
**Responsible to:** Senior Manager  
**Responsible for:** Youth Worker – Peer Mentoring

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### **Job Purpose and additional information**

We are seeking an experienced and motivated individual who is inspired by playing an important role in changing people's lives and therefore communities. We are all about creating inspirational pathways and opportunities, opening doors and welcoming all to get involved and make a positive difference. Working with us means helping children, young people and families at all levels of ability, from all walks of life, to develop their self-esteem and potential in new ways.

This role involves programme management and direct delivery of the Y's Programme along with line management responsibility for our Youth Worker delivering Peer Mentoring Programmes in schools which will compliment this programme.

### **Y's Girls**

This post is part of the national Y's Girls Mentoring programme and will involve working closely with colleagues in YMCA England & Wales, YMCA Scotland and those other YMCAs across the UK who are delivering the programme. It will also involve working locally with colleagues in social work, police and education to develop mentoring pathways and community engagement. The post holder will recruit, train and support a team of volunteer mentors (over 18's) to prevent vulnerable young girls from developing mild to moderate mental health difficulties by engaging them in a range of positive activities. It will engage with other professionals in joint agency referral, support and evaluation processes and will work with other service providers to provide diversion and prevention opportunities to the client group.

The post holder will work as part of a team delivering a range of youth work interventions, support and guidance. They will contribute to the national Y's Girls programme to record and monitor outcomes and to deliver best practice and engage in peer support, as well as work towards developing the evidence base for mentoring in the field of early and effective intervention across the UK.

### **Duties/responsibilities**

1. Supervision of staff, placements and volunteers delivering mentoring for young people
2. Recruitment, training and support for a team of volunteer mentors
3. Delivery of training, recruitment, support and development for volunteer mentors.
4. Effective management of all aspects of project support to children, young people and families
5. To support and engage with the local and national programme evaluation and development of best practice.
6. Play a key role with professional partners in the identification, referral and monitoring of young people
7. Effective representation of YMCA Bradford and the national Y's Girls programme to professional partners, community organisations and in dissemination of programme outcomes.
8. Effective management of all administration, budgeting and data gathering aspects of the project.
9. Effective implementation and management of best practice policies and procedures.

10. To act as a Safeguarding Officer, reporting, recording and dealing with Safeguarding concerns as required.
11. To develop working practice in line with Health & Safety policy including leading on risk assessments for programme activities and acting as a contact for lone working
12. Participation in monthly line management meetings with and accountability to your line manager.
13. Participation in YMCA Bradford staff meetings
14. To attend meetings, conferences and seminars where appropriate.
15. Participation in Y's Girls Programme events, including training and peer support

### **Special Requirements and Environmental Factors**

- To work flexibly to meet the needs of the service including Saturday / Sunday /evening working required as appropriate
- To evidence an understanding of the needs of confidentiality
- To actively promote equality and diversity
- To undertake agreed training and development activities
- To work within the ethos of the Bradford YMCA
- To have a flexible approach and be willing to carry out further functions and roles as required by the management team

### **Safeguarding**

YMCA Bradford is fully committed to safeguarding the welfare of children, young people and adults at risk. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children, young people and adults at risk from harm, abuse and exploitation.

As a staff member you will have responsibility for ensuring that YMCA Bradford's Safeguarding Policies, Procedures and Guidance are delivered in line with our values and ethos to promote the welfare of children, young people and adults within or connected to YMCA Bradford.

### **Health & Safety**

As a member of staff you are responsible for the safety and welfare of all staff and you must therefore have knowledge of the Company's Health & Safety Policy and relevant instructions to your area of work. Any matter which you consider requires attention in this respect is your responsibility to report following the correct procedures, or to the Health and Safety Manager. Copies of the current Health & Safety Policy and Safety Procedures are available in the Centre.

**NB.** The above job description is not an exhaustive list of duties. The postholder will be expected to perform various tasks as necessitated by the evolution of the role within the organisation and growth of the overall Bradford YMCA strategy and business goals. The main duties of the post may be reviewed with regards to experience and developments within the organisation; any review will be undertaken in conjunction with the post holder

I have received and understood this job description.

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Manager's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## PERSON SPECIFICATION

**Assessment Methods:** A – Application, I – Interview, X – Interview Presentation/Exercise,  
V – Documentary Verification, R – References,

Personal Attributes	Essential (E) or Desirable (D)	Method of Assessment
<b>Essential Skills/Experience/Knowledge</b>		
Experience of working holistically to address identified needs of children/young people aged 8-19 in a paid or voluntary capacity for at least 3 of the last 5 years.	E	A
Experience of delivering positive activities to challenging and disengaging children/young people	E	A
Experience of working with: <ul style="list-style-type: none"> <li>• Young people with physical/emotional health needs</li> <li>• Young people from disadvantaged backgrounds</li> </ul>	E	I
Demonstrable understanding of Safeguarding and Child Protection issues.	E	I
Experience of training young people, staff or volunteers	E	A
Experience of project management	E	A
Knowledge of agencies and services for children/young people and families	E	I
Experience of working with external partners, funders and stakeholders.	D	I
Experience of line management of staff or volunteers	E	A
<b>Qualifications</b>		
Relevant professional youth work/ social work/ education qualification.	E	A
Literacy/Numeracy Level 2 or equivalent	E	A
AET Level 3 or equivalent	E	A
Child Behaviour/Counselling/CBT qualification	D	A
Proof of continued updating of skills through in-service or specific training courses	D	A
Willing to attend relevant training courses	E	I
<b>Role Specific Skills</b>		
Excellent organisational skills	E	A

Good understanding of parental issues and supports	E	I
Evidence of effective teamwork and leadership.	E	I
Ability to empathise with, lead and motivate adults and young people.	E	I
Monitoring and evaluation skills	E	A
Ability to communicate clearly and articulately in a variety of formats.	E	I
Good interpersonal skills and the ability to motivate others.	D	I
The confidence and ability to engage effectively with a broad range of groups	D	I
The ability to measure outcomes systematically Experience of digital communication.	D	A
<b>Circumstances – Personal</b>		
Prepared to work flexible hours including some evenings and weekends	E	I
No contra-indication to working with young people	E	R
Holder of current clean driving license (minimum 2 years driving experience)	E	A
If driving test passed after 1997 need D1 entitlement on licence to drive minibus	D	V
Use of own vehicle for business use	D	A
<b>Disposition, Adjustment &amp; Attitude</b>		
Commitment to the Aims and Purposes of the YMCA	E	I
Relate easily to Children and Young People	E	R
Ability to communicate at all levels	E	I
<b>Equality</b>		
Must be able to indicate an acceptance of a commitment to the principles underlying the YMCA Equal rights policies and practices	E	A

## TERMS & CONDITIONS

**SALARY: £25,000 - £26,000 FTE per annum**

**HOURS OF WORK: 37.5 hours per week**

A full time working week of 37.5 hours per week, this post will involve some evening and weekend work. A time off in lieu (T.O.I. L) system is in operation and must be agreed with your line manager.

### **PAID LEAVE ENTITLEMENT:**

4 weeks (pro rata) paid leave is allowed. 1 extra day's holiday will be awarded for completing 2,4,6,8 and 10 years service up to a maximum of 25 days. Additional 8 days paid leave is granted for statutory Bank Holidays as specified in the Contract of Employment.

### **SICK PAY:**

Absence due to genuine sickness is payable in accordance with the Association's arrangements; any payments made as a YMCA sick pay will include any element of SSP. The maximum number of weeks of YMCA sick pay in any year is 2 weeks full pay in any rolling 12 month period, after one year's completed service. A pro-rata entitlement of one week's full pay will be paid for every completed 3 months of service, in the first year of employment. Part-time employees' sick pay in on a pro-rata basis to that of a full-time employee.

### **DBS Checks:**

If the post requires a DBS check as a requirement of the role – the post will be offered subject to satisfactory DBS clearance

### **TRAVEL:**

A travel allowance of 45pence per mile is payable, where travel between sites is specified as a requirement in the role.

### **PENSION:**

To comply with the new law regarding Pension Automatic Enrolment, depending on your circumstances, you will be automatically enrolled into our qualifying pension scheme, provided by NEST Pensions.

You will be able to opt-out of the scheme if you wish, but if you remain a member you will be saving towards your retirement. If you do not meet the criteria to be automatically enrolled, you will have the option to join the scheme if you wish. Further information on the pension scheme can be obtained by contacting the HR Department.

### **NOTICE**

As per contract of employment

### **CONDITIONS:**

The post is subject to a probationary period of 3 months.

### **DISCIPLINARY & GRIEVANCE:**

The Association's standard disciplinary and grievance procedures apply to this post.

**TRAINING:**

The Association is committed to the training of all employees as and when necessary.

**EQUALITY & DIVERSITY**

The post holder must be aware of equality and diversity principles and comply with the Bradford YMCA's equality and diversity procedures.

**HEALTH & SAFETY**

All staff are responsible for the implementation of the health and safety procedures so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of health and safety arrangements relating to their work to ensure appropriate improvements are made when necessary.

**Selection & Interview Arrangements**

<b>Interview Panel</b>	<b>TBC</b>
<b>Closing Date</b>	<b>Monday 11<sup>th</sup> January 2021</b>
<b>Short listing</b>	<b>Monday 11<sup>th</sup> January 2021</b>
<b>Notification of shortlist (Successful candidates only)</b>	<b>Monday 11<sup>th</sup> January 2021</b>
<b>1st Round Interviews</b>	<b>13th January 2021</b>
<b>2<sup>nd</sup> Interview Date and Process Assessments</b>	<b>TBC</b>
<b>Panel Decision and Notification</b>	<b>TBC</b>

## **How to Apply**

To download an application pack visit: <https://www.ymca-fyldecoast.org/work-with-us/>

Completed application forms should be submitted by email with supporting statements securely attached to:- [bradfordrecruitment@fyldecoastymca.org](mailto:bradfordrecruitment@fyldecoastymca.org)

The closing date for this role is **Monday 11<sup>th</sup> January 2021 – 7am** please note any applications received after this date and time will not be considered.

All referee requests will be treated with the strictest confidence and no referee will be approached without obtaining your prior consent. You are also invited to complete and return the Equal Opportunities Form for monitoring purposes.

The Equal Opportunities Form allows Bradford YMCA to follow the recommendations of the Equal Opportunities Commission, the Commission for Racial Equality and the Disability Rights Commission, that we as an employer should monitor the selection process to ensure equality of opportunity is being offered and being achieved. This form will not form part of your application and will be treated as confidential

Thank you for your time and we look forward to receiving your application.