

Bradford



Bradford YMCA

**Family Aide Worker**  
2 x 30 hour posts

Application Pack

**Closing Date: 9am Tuesday 4<sup>th</sup> May 2021**

## Contents

A Welcome note to applicant .....	3
Bradford YMCA's Vision & Mission Statements .....	4
Job Description .....	5-7
Person Specification .....	8
Terms & Conditions .....	9-10
Selection and Interview Arrangements .....	11
How to Apply .....	12

## 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:** Family Aide Worker  
**Department/Unit:** YMCA Bradford  
**Responsible to:** Team Manager – Children, Young People and Families

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**Hours:** 30 hours per week

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### **Job Purpose**

To provide, practical family support which improves parenting capacity, access to employment and training and educational attendance of children in line with Bradford Early Help targets and outcomes.

To work with parents and their children in their homes, outside of core office hours, to increase the skills, confidence and abilities of all family members to live their daily lives in a positive and safe way.

This will involve

- Support parents to implement routines and boundaries with their children
  - Support parents to ensure their children attend school. This could involve directly taking children & YP to school initially and then monitoring progress as routines are established and consolidated
  - Direct work with children and young people in order to support access (by making referrals and support attendance) to services that will meet their support needs e.g, CAMHS, befriending, youth services
  - Direct work with parents to support their capacity to parent through access to targeted / specialist services which meet their needs e.g. mental health, substance misuse, debt advice
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### **Duties and Responsibilities**

1. To offer emotional and practical hands on support to parents and their children in their own homes and in the community.
2. To complete targeted pieces of work that are detailed within an Early Help plan informed by a Family Assessment and coordinated by a lead practitioner
3. To ensure you have an understanding of, and comply with YMCA procedures for promoting and safeguarding the welfare of children and vulnerable adults.
4. To build a trusting relationship with the parents, children and young people to help alleviate or break their social isolation and increase capacity.
5. To build up knowledge and understanding of local resources and community and statutory services, including Mental Health Teams, Social Services, Health, CAMHS, Schools and

voluntary services, and communicate effectively with them in the best interests of the child and family.

6. To work alongside colleagues to assess the needs of the families referred for support and participate in the reviews and evaluation of the work.
7. To comply and contribute actively to the required monitoring of outcomes for the service, including use of a dedicated scaling tool.
8. To help plan creative and innovative responses to families' needs and keep high quality records and assist with the preparation of reports.
9. To attend conferences, review meetings, supervision and training sessions as requested.
10. To comply with YMCA Health and Safety policy, data protection policy and to protect your own and other's health, safety and welfare.
11. To comply with YMCA Diversity & Equality Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
12. To work flexibly as will be required by the needs of the service and carry out any other reasonable duties as required.
13. To promote the work of the project and the YMCA including following marketing and PR policies and guidelines providing ideas and information and data when required – ensuring marketing materials are kept fully up to date with any service delivery changes
14. To fully commit and work in accordance with all YMCA Policies and procedures, in particular Code of Conduct, Equal Opportunities & Diversity, Health and Safety, Data Protection and Safeguarding.

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

1. To have a flexible approach and be willing to carry out further functions and roles as required by the management team.
2. To evidence an understanding of the needs of confidentiality
3. To actively promote equality and diversity
4. To work within the ethos of the Bradford YMCA

### **Safeguarding**

YMCA Bradford is fully committed to safeguarding the welfare of all vulnerable adults, children, and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect vulnerable adults, children and young people 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, R – References/Checks, X – Interview Presentation/Exercise

	Essential (E) or Desirable (D)	Method of Assessment
An appropriate health and social care qualification or equivalent to at least level 2 (youth work, support, care, education etc.)	E	A
Knowledge and experience of direct work with families who have complex needs and understanding of the Bradford Early Help framework.	E	A
Ability to give accurate information and practical support to family members of all ages	E	A
Experience of working with people in their homes	D	I
Understanding of safeguarding for children and vulnerable adults.	E	A
Knowledge of the roles and responsibilities of statutory and voluntary services and experiences of liaising with them	D	I
Experience of working in culturally diverse communities	E	I
Ability to work both independently and as a member of a team	E	I
Ability to write clear and accurate reports and use regular IT packages.	E	A
The ability to reflect on own practice; undertake training advice and constructive feedback.	E	I
Ability to work hours in a flexible way, including hours around school attendance time	E	I
A commitment to equal opportunities and an understanding of the impact of deprivation and discrimination on communities, families and individuals.	E	I
Must be able to drive and have access to vehicle with Business use cover	E	A
Must be able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate, under the provision of the Disability Discrimination act 1995.	E	I
A commitment to Bradford YMCA's aims and objectives, including equal opportunities/ diversity policy.	E	I

## TERMS & CONDITIONS

**SALARY: £18,592- £19,559 per annum FTE (pro rata 30 hours)**

### **HOURS OF WORK:**

A Full-time working week of 30 (Flexible working pattern) This 30 hour per week post will involve after school and early evening work to meet the needs of families. 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 30 days. Additional 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>9am Tuesday 4<sup>th</sup> May 2021</b>
<b>Short listing</b>	<b>TBC</b>
<b>Notification of shortlist (Successful candidates only)</b>	<b>Wednesday 5<sup>th</sup> May 2021</b>
<b>1st Round Interviews</b>	<b>Friday 7<sup>th</sup> May 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 request an application pack please email [bradfordrecruitment@fyldecoastymca.org](mailto:bradfordrecruitment@fyldecoastymca.org)

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 **Tuesday 4<sup>th</sup> May 2021 at 9am**, 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.