**Information for Applicants**

**Youth Work Trainer**

**Hours:** 15 hours per week

**Contract:** Initially 1 year contract – extension is dependent on the income generation from training

**Starting salary:** £28,221 per annum pro rata 37 hrs per week

**Base:** St Clements House, 2-16 Colegate, Norwich, NR3 1BQ

**Holiday entitlement:** Starting at 25 days per annum, increasing with length of service up to 28 days per annum (pro rata for part time employees), plus designated bank holidays (pro rata for part time employees).

**Pension Scheme:** Contributory scheme in place

**DBS Check Required:** None

**Closing date: 12 NOON Friday 2nd August 2019**

**Interview date: Friday 23rd August 2019**

Voluntary Norfolk aims to promote equality of opportunity and welcomes applications from diverse candidates with the right mix of talent, skills and potential.

We will collect and process the personal data you provide on this application form and any other supporting documentation you submit in order to administer the recruitment procedure for the above role. Further information can be found in our *Privacy Notice for Job Applicants*, which is available on our website [www.voluntarynorfolk.org.uk/about/privacy-policy](http://www.voluntarynorfolk.org.uk/about/privacy-policy)

Applicants are specifically advised to refer to both the job description and the person specification when completing section 6 of the application form.

Applicants are asked **not** to attach a CV to their submitted application form, or to enclose copies of references.

For further information about this post please contact Aimee Gedge, Supporting Excellence Officer (01603) 883869

Please return completed applications to: Julia Creusson

Resources & Facilities Manager

Voluntary Norfolk

St Clements House

2-16 Colegate

Norwich

NR3 1BQ

Or by email to: hr@voluntarynorfolk.org.uk

*Please be advised that only applicants shortlisted for interview will be contacted.*

Thank you for the interest you have shown in this post, we look forward to receiving your completed application.

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**Introduction to Voluntary Norfolk**

From its earliest beginnings in 1969 Voluntary Norfolk has supported and encouraged active volunteering to help keep our communities vibrant and enable people to thrive. Over time, our charity has grown in size and scope, but fundamentally, this goal has always been at the heart of what we do and what we are about. Alongside our delivery of some key direct services, it is what we are best known for and the area in which we have built the strongest reputation.

Aligned to this is the pride we take in supporting Norfolk’s voluntary and community organisations, they are the heartbeat of local community life, helping keep Norfolk’s communities vibrant and healthy. Our commitment is to continue this support, playing our part in making communities ever more caring and resilient – places where people are better able to adapt and respond well to changes in the world about them.

*Our mission is to lead voluntary action to build stronger communities where people are able to work together to improve their lives and fulfil their ambitions.*

To achieve this we aim to:

* Inspire and enable local people to volunteer and help others in their communities
* Support the development of community groups, charities and social enterprises and enable them to thrive
* Drive a partnership approach with the voluntary and public sector to deliver integrated and sustainable services
* Deliver innovative voluntary services to improve the health, wellbeing and the employability of local people

Delivering services in partnership is central to our approach and we work closely with the

Norfolk Community Health & Care NHS Trust and North and South Norfolk NHS Clinical Commissioning Groups to deliver integrated volunteering projects within community hospitals and health volunteer programmes within the community. We also deliver a volunteer driver programme to support non-emergency patient transport services.

Voluntary Norfolk is lead partner for Carers Matter Norfolk (CMN) a carers-led service providing support to unpaid carers. This is delivered in partnership with Carers Council for Norfolk, FamilyCarersNet Ltd and Norfolk & Suffolk Care Support Ltd.

Voluntary Norfolk is also the lead partner for Better Together, a contract with Norfolk County Council to deliver a service in Norwich, Great Yarmouth and South Norfolk NHS Clinical Commissioning Group areas, to combat loneliness and social isolation. Other partners include Independence Matters, Access Community Trust, Home-Start Norfolk, Opening Doors, Feedback Mental Health and Carers Council for Norfolk.

We deliver community development and skills support work in Great Yarmouth as part of the Neighbourhoods That Work (NTW) partnership initiative, which aims to connect local communities to the benefits of economic growth by increasing community resilience. NTW is led by Great Yarmouth Borough Council and we work alongside six other partner organisations, Business in the Community, DIAL Great Yarmouth, Future Projects, Great Yarmouth Refugee and Outreach Support Limited, Great Yarmouth and Waveney MIND and Great Yarmouth College.

We also work in partnership with the Norwich City Council to support digital inclusion, through the deployment of volunteers.

In Norwich and Kings Lynn we deliver Talent Match, a Big Lottery funded programme to tackle youth unemployment and we are a partner in the East Coast College led ESF-BLF Community College project, supporting long term unemployed adults to help them move closer to employment.

Voluntary Norfolk is one of three local VCSE infrastructure providers, working in partnership to deliver the county’s sector support service, we do this by:

* Providing a coordinated programme of training, information and policy updates
* Encouraging a whole systems approach to volunteering and community participation
* Facilitating engagement between public services and the voluntary and community sector

Through our online volunteering platform we provide a volunteer matching service for the VCSE sector, advertising over 600 volunteering opportunities each year; we also deliver capacity building support through volunteering training.

We also provide services in Norfolk through:

* CBR Business Solutions - providing outsourced HR, payroll and Disclosure and Barring Service record checks to a membership of over 200 local voluntary and community organisations.
* Momentum (Norfolk) - supporting high quality services to young people and strengthening local youth services.

Voluntary Norfolk employs 70 plus paid, mainly part-time, members of staff, who are based in Norwich, Great Yarmouth, South Norfolk, North Norfolk and West Norfolk, and are supported by over 600 volunteers.

Voluntary Norfolk is a strictly no smoking employer.

Voluntary Norfolk is a company limited by guarantee (Registration No. 5616120) and a registered charity (Registration No 1112017) with an elected Board of Trustees.

Voluntary Norfolk’s headquarters are located at: St Clements House

2-16 Colegate

Norwich

NR3 1BQ

Telephone: 01603 614474

Further information about Voluntary Norfolk can be found on our website:

[www.voluntarynorfolk.org.uk](http://www.voluntarynorfolk.org.uk)

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**Job Description**

**Title:** Youth Work Trainer

**Reporting to:** Momentum Chief Executive

**Main Relationships:** Training Administrator, Supporting Excellence Officer

and all external youth work trainers

**Main Purpose of the Job:**

To plan, oversee and support the delivery of Momentum’s youth work training, ensuring that it is of a high quality and compliant with the registering body.

**Main Tasks:**

1. To plan the training programme in liaison with the Momentum team to ensure that our youth work training programme meets the needs of the youth sector.
2. To develop materials and identify resources that support the delegate’s learning.
3. To be responsible for overseeing and delivering the accredited Level 2 and Level 3 youth work courses, and other related youth work courses for Momentum.
4. To undertake all administration relating to accredited youth work training – including that relating to the accredited body and the preparation of delegate and tutor workbooks.
5. To liaise with external trainers around the delivery, assessment and verification of accredited courses ensuring that policies and procedures are followed.
6. To ensure that our policies and procedures around the accredited courses are compliant with the registered body and that external trainers adhere to these.
7. To liaise with the registering body and to keep updated on all changes around centre registration and compliance.
8. To review the income / expenditure for all youth work training courses, ensuring that they generate sufficient income to cover all costs.
9. To liaise with the Training Administrator around course bookings and the promotion of courses.
10. To review and further develop Momentum’s youth work training offer.
11. To develop a team approach to youth work training with internal and external staff to ensure that there is continuity between courses.
12. Support the development and learning of the course delegates through one to one support when required.
13. To act as an ambassador to CBR Business Solutions; promoting their services and ensuring the strategic importance of CBR Business Solutions to the sector is embraced by all Voluntary Service employees.

**All Voluntary Norfolk post holders are responsible for:**

Working to the policies of Voluntary Norfolk.

Promoting equal opportunities and respecting diversity within all aspects of their work.

Complying with Health and Safety Regulations.

Carrying out additional duties where appropriate which may be allocated from time to time by the Momentum Chief Executive.

**Person Specification**

The person appointed to this post would normally be expected to meet the following:

(**E**ssential / **D**esirable)

|  |  |
| --- | --- |
| Experience and Qualifications |  |
| * Evidence of a good general education
 | **E** |
| * Be a JNC professionally Qualified Youth Work Practitioner, having undertaken a recognised professional qualification in youth work as identified by NYA or ETS Wales
 | **E** |
| * Hold or be working towards a recognised Assessor qualification (ie. D32/33, A1)
 | **E** |
| * Hold or be working towards an Internal Quality Assurance qualification (ie. D.34, V1) or be willing to complete this
 | **E** |
| * At least 3 years’ practice experience along with field work experience in the context of youth work
 | **E** |
| * Skilled communicator at all levels including confident presentation skills
 | **E** |
| * At least 3 years’ experience of successfully managing your own workload
 | **E** |
| * At least 2 years’ experience of successfully delivering training
 | **D** |
| * To be able to evidence continued professional development during the last 3 years
 | **E** |
| * Experience of working on own initiative
 | **E** |
| Skills Knowledge |  |
| * Highly organised and able to multi-task, prioritise and work under pressure
 | **E** |
| * Able to analyse information and make decisions and/or recommendations
 | **E** |
| * Able to present and report on data
 | **E** |
| * Competent in Microsoft Office applications
 | **E** |
| * Working knowledge of Microsoft Access
 | **D** |
| * Have a sound understanding of National Occupational Standards for Youth Work
 | **E** |
| * Have a sound understanding of the requirements for assessment within Ofqual /  Qualification Wales
 | **E** |
| * Knowledge of safeguarding and safeguarding procedures
 | **E** |
| * Knowledge of the voluntary sector and the environment within which it operates
 | **D** |
| Attributes |  |
| * Confident in delivering presentations and training
 | **E** |
| * Customer focussed/solution focussed
 | **E** |
| * Excellent attention to detail
 | **E** |
| * Strong oral and written communication skills
 | **E** |
| * Absolute discretion and ability to maintain confidentiality
 | **E** |
| * Willingness to learn new skills and undertake further training and development in order to fulfil the role
 | **E** |
| * Commitment to the principles of equal opportunities and inclusion
 | **E** |
| * Flexibility around working times and prepared to work alone, including evenings and Saturdays.
 | **E** |
| * Driving Licence and own transport
 | **E** |
| * Strong team player
 | **E** |