

Recruitment Pack

Youth Empowerment Facilitator

Closing date for applications: 25th February 2024

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Welcome

I am delighted that you are considering joining our Cambridge House team. This recruitment pack includes information about our organisation and this role that I hope you will find useful.

With a dedicated and innovative team, tackling poverty, social inequity and social injustice has been our mission at Cambridge House since 1889. We work to tackle social exclusion and enable people to transition out of crisis and progress towards independence.

Our vision is of a society without poverty where all people are valued, treated equally and lead fulfilling and productive lives. Our activities are split into two areas - frontline services to support people to stabilise their lives and progress; and a research and knowledge exchange to support the development of the most effective social policy and practice.

Law Centre

Free, independent, and expert legal services in housing, employment, discrimination and welfare benefits law alongside crisis mitigation support.

Independent Advocacy

Statutory Care Act, Mental Health Act and Mental Capacity Act advocacy for adults and children.

Safer Renting

Specialist advice, support, and advocacy for vulnerable private rented sector tenants affected by criminal landlords.

Youth Empowerment

Investing in young people so they thrive as adults.

Disabled Peoples' Empowerment

Supporting disabled children and adults to take control of their own lives and futures.

Research and knowledge exchange

Activities that capture local knowledge, insights and lived experience of 'what works' to develop innovative solutions to poverty, social inequity, and social injustice.

We value diversity and warmly welcome applications from disabled people, the LGBTQIA+ communities, people from Black, Asian, and ethnic minority backgrounds and candidates who shared lived experience with our service users.

If you would like to be part of this very special organisation and believe that you can contribute to our mission, we welcome an application from you. For more information about us, please visit our website www.ch1889.org.

Yours sincerely



Karin Woodley CBE
Chief Executive

Our Youth Empowerment Service (RISE)

Our award-winning Youth Empowerment team invest in young people so they thrive as adults.

New multi-year funding means we are expanding our offer to more young people and increasing the size of our team.

RISE offers long-term, intensive and holistic support to 16-24-year-olds experiencing social isolation and/or emotional challenges, living in Southwark and surrounding boroughs. Activities include group activities and one-to-one mentoring sessions, a variety of group trips and special activities, and guided referrals to other services i.e., GP and housing appointments, mental health assessments, and victim support.

“You have helped me more than anyone, I’ve become more confident and know who I am now.”

RISE Service User

Participants’ outcomes:



K's story

K was referred via her therapist. She self-harmed and had previously attempted an overdose. Her mental ill health had been caused by historic abuse and volatile family relationships. Over time, with the support of the Youth Empowerment Lead, K has gained a greater understanding of her behaviour patterns, allowing her to have more autonomy over her actions, to develop healthy relationships, and to be more in tune with her emotions.

K engages in her weekly 1:1 mentoring sessions without fail, rises to challenges, and is an active, much-loved participant in group workshops. She no longer engages in risky, self-harming behaviour, is thriving academically and has received offers from multiple universities.

Job Description

Job title:	Youth Empowerment Facilitator
Reports to:	Youth Empowerment Manager
Contract:	Permanent
Location:	Cambridge House offices and other delivery locations (Southwark)
Salary:	Up to - £25,000 per annum (depending on experience)
Start date:	6 th May 2024
Working hours:	35 (FT) hours per week (Monday to Friday, including some evenings)
Holiday:	30 days per annum pro rata
Special conditions:	<ul style="list-style-type: none">- Enhanced DBS check- Flexible remote and office working arrangements by agreement- Includes regular evening work

Job Purpose

The award-winning Youth Empowerment Programme (RISE) is part of Cambridge House's Education and Inclusion Team, led by the Head of Service. This role:

- i) Is part of a dynamic, dedicated, and newly expanding team.
- ii) Provides long-term, holistic, and person-centred support to young people from minoritised communities, experiencing social isolation and/or living with complex emotional or mental health needs.
- iii) Involves working closely with cohorts of around 25 young people to build trust, break down barriers and empower them to pursue viable and positive pathways, and promote all-round health and wellbeing.
- iv) Is responsive and young-people-led, creating a space to learn and share best practices, and driving systemic change.

Key Duties

1. Delivery

- a) To empower and support young people (16-24-year-olds) who have faced multiple Adverse Childhood Experiences (ACEs), emotional/mental health challenges, and/or social isolation, by gaining trust, identifying barriers and collaboratively developing personalised action plans using Triangle's Youth Outcomes Star.
- b) To plan and facilitate the delivery of weekly group workshops and 1:1 mentoring sessions, liaising with specialist providers and to ensure these are relevant and responsive.
- c) Deliver weekly 1:1 Mentoring sessions comprising various practices that suit the mentor as well as the mentee. This may include (but are not limited to) trauma informed talking sessions, physical training, NLP-informed planning, SMART goals, Art/performance-based expression, grounding practices and body work.
- d) To bring insights and learning to weekly group workshops (online and in person), which will promote life skills and healthy living, including (but not limited to), topics like Loneliness, Social Anxiety, Mental and Emotional Health, Goals and Planning, Confidence, Motivation, Physical Health and Fitness, Nutrition, Employment, and additional areas that may arise from the group themselves.
- e) Organise and facilitate trips, events, and activities for the cohort.
- f) Plan and coordinate outreach and recruitment drives to achieve service user engagement and retention targets.
- g) Conduct initial interviews, risk assessments, crisis navigation and referral processes for young people on the programme.

- h) Be the first point of contact for young people recruited into the cohort, maintaining communication, and promoting programme attendance.
- i) Offer tailored support for those young people who are not ready or do not wish to engage in the full programme, redirecting and signposting to alternative support services as appropriate.
- j) Advocate for young people in meetings with Social Services, schools/colleges, health professionals and other statutory bodies.
- k) Work closely with the Youth Empowerment Manager (YEM), attending regular supervisions, and ensuring that delivery is in accordance with the agreed project plan, outcomes, and all funder and service requirements.

2. Partnership Responsibilities

- a) Support programme logistics with regard to venue planning, attendance of young people/guests/funders/delivery partners, risk assessments, health and safety, safeguarding, and data protection.
- b) To build positive working partnerships with other youth organisations, statutory and specialist services, funders and supporters.
- c) To build and maintain a portfolio of additional specialist services according to young people's needs and to support young people through the referral process.
- d) To publicise and promote the work of the organisation and the development of the Youth Empowerment Programme.

3. Monitoring and Evaluation

- a) Liaise with, and gather feedback from, young people, volunteers and partner organisations to ensure delivery continues to be responsive, relevant and engaging.
- b) Complete any administrative tasks associated with the role and to maintain accurate records of contact with young people and other key workers on the AdvicePro database.
- c) Record and refer any Child Protection or Safeguarding concerns appropriately and in accordance with Cambridge House Policies and Procedures.
- d) Support with monitoring and evaluation processes, including Youth Outcomes Star, surveys, case studies and interviews, to gather data and capture evidence of progress.
- e) Assist with internal and external reporting and funder requirements.
- f) Keep accurate records of petty cash and expenditure linked to project delivery.

General Responsibilities

1. To keep abreast of the overall work of Cambridge House.
2. To be self-servicing and competent in the use of IT software.
3. To participate in regular supervisions and an annual appraisal, and to be committed to one's own professional development.
4. To participate in internal/external meetings as required, to attend conferences and other functions, and to contribute to general management decision making as necessary.
5. To comply with all of Cambridge House's corporate policies and procedures.
6. To carry out any other duties commensurate with the role.
7. To work occasional unsociable hours (evenings and weekends).
8. Travel across, and on occasions, outside of London.

This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities. It will be subject to periodic revision as the emphasis on and ways of working within the role changes.

Person Specification		
Criteria	Essential	Desirable
Qualifications and training	<ol style="list-style-type: none"> Professional or academic training in a youth work discipline or equivalent work experience. 	<ol style="list-style-type: none"> NVQ L2 Youth Work Qualification (or similar). Qualification in a relevant discipline, such as: Psychology, Social work, Special Education, Mentoring, Art/Performance Therapy, Coaching, or alternative therapeutic practices. Safeguarding First Aid.
Knowledge and experience	<ol style="list-style-type: none"> At least 1 years of experience working directly with young people (16+) living with complex needs. Experience of delivering 1:1 support or mentoring to young people. Experience of collaborative working with a variety of stakeholders including government agencies and institutions, not-for-profit groups, educators and healthcare specialists. Knowledge of Child Protection and Safeguarding Policies and Procedures. Experience of working in a diverse and inclusive environment. Excellent working knowledge and comprehension of written English, including grammar, copy writing and editing. Proficiency in use of Microsoft Office including Excel and Word. Experience of successfully completing tasks in a fast-paced environment and to deadlines. Experience of working pro-actively and with minimal instruction. Working with confidential data. 	<ol style="list-style-type: none"> Knowledge of appropriate services and opportunities available to young people in Southwark and surrounding boroughs. Working in a charity/not for profit organisation Experience of record-keeping, data collection and analysis. Lived experience and/or working knowledge of the education system; mental health; housing; benefits; criminal justice system; employability, community arts; physical health/fitness; alternative therapeutic approaches

<p>Skills, abilities, and competencies</p>	<ol style="list-style-type: none"> 1. Excellent communication skills including the ability to listen actively and express yourself in a manner so that young people can understand you easily. 2. Ability to develop rapport and trust quickly, demonstrating empathy and patience. 3. Ability to use creative and responsive tools to engage and motivate young people. 4. Ability to remain calm under pressure. 5. Ability to work as a team while managing own workload. 6. Ability to work creatively, using initiative to continually review and improve. 7. Ability to collect quantitative and qualitative evidence for monitoring and reporting. 8. Ability to react appropriately to short and long-term issues and to be decisive. 9. Ability to prioritise conflicting tasks and manage a challenging workload. 10. Confident and adept communicator with strong interpersonal and presentation skills. 11. Ability to work flexible hours, including evenings and weekends. 	<ol style="list-style-type: none"> 1. Ability to prepare and present information in a public sphere to varying groups (e.g. young people, partner organisations, funders).
<p>Personal Attributes</p>	<ol style="list-style-type: none"> 1. Honesty, reliability, and excellent timekeeping. 2. Loyalty and a commitment to Cambridge House's work. 3. Positive, enthusiastic, and friendly attitude. 4. Problem solving and 'can-do' approach. 5. Listening skills. 6. Flexible, motivated, and adaptable to change. 7. Discretion. 8. Customer-focused. 9. Inclusive team-player. 	

How to Apply

1. Please provide:
 - a) An evidenced-focused **Supporting Statement** of no more than two sides of A4 explaining why this appointment interests you and how you meet the essential criteria in the person specification.
 - b) Your **Curriculum Vitae** with your:
 - i) Full address, email, mobile, work and home telephone numbers.
 - ii) Education and professional qualifications.
 - iii) Full employment history and details of your latest salary and your notice period.
 - c) The names, positions, organisations, and contact details of **two referees**. These referees must include employers and/or academic supervisors covering the last five years. References will only be taken once your express permission has been granted.
2. A completed **Diversity Monitoring Form**
The form will not be treated as part of your application and the information you provide will be treated as confidential and used for statistical purposes only.
3. A completed **Criminal Records Declaration Form**
The post you are applying for is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders 1975 and 2001 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared on Cambridge House's Criminal Record Declaration Form and submitted with your application.
4. As a Disability Confident employer, we will generally offer an interview to any applicant that declares they have a disability and meets the minimum criteria for the job as defined by the person specification. If you have a disability or long-term condition (such as dyslexia, diabetes, arthritis, a heart condition or mental health condition) and want to apply under the Disability Confident Scheme please let us know in the email to which you attach your CV, supporting statement and Equal Opportunities Monitoring Form. If you are invited to interview and require adjustments, don't worry, we will ask you about this within your invitation to interview.

Recruitment Timetable	
Closing Date for applications	25 th February '24 (23:59)
Short Presentation/Workshop delivery (Round 1)	Week commencing 11 th /18 th March '24
Interviews (Round 2)	Week commencing 25 th March '24
Job Start Date	6 th May '24
The interview dates may change but we will advise you in advance.	

Please email completed applications by midnight on Sunday 25th February 2024 to:
recruitment@ch1889.org

All applications MUST include the following:

1. Supporting Statement
2. CV
3. Contact details of 2 professional and/or academic referees
4. Diversity Monitoring Form
5. Criminal Records Declaration Form

If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion.

Please note that we only provide feedback to shortlisted candidates.