

**APPLICATION PACK**

**One-to-One Support Worker**

Please complete this application pack **in black ink (typed or written)**.

CVs can be accepted. However, we must receive information on your employment history, qualifications & training, a short personal statement that relates to the role, and reference information.

**ABOUT THE JUNCTION**

The Junction (established in 2005) aims to support and improve young people’s health and wellbeing. Our multi-disciplinary team of staff and volunteers use both youth work and therapeutic approaches to meet the needs of young people.

Young people are at the heart of everything we do, and our values are core to our work. Our values are:

* **Nurturing** - *We create a supportive and compassionate environment for young people, staff and volunteers.*
* **Inclusive** - *We ensure our services are accessible and our culture is inclusive for all.*
* **Non-Judgemental** - *Our staff and volunteers are approachable and aim to be non-judgemental.*
* **Collaborative** - *We work collaboratively with young people, each other, and key partners.*

We believe that community-based health services for young people should be easy to access and able to respond to a wide range of needs. Our services include Therapeutic Oneto-Ones, Open Access Services, Educational Group Work, and Outreach Services. For more information go to: [www.the-junction.org](http://www.the-junction.org)

**ABOUT THE ROLE**

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| **Post Title: One-to-One Support Worker** |
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| **Hours: 30 hours per week**    **Pay: £27,925** (Pro-rated Salary: £23,936)  **Contract:** Fixed Term for 2 Years (extension subject further to funding) |
| **Base:** 82-86 Great Junction Street, Edinburgh, EH6 5LL |
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| If you have the right skills and experience for the role but cannot commit to a 30 hours per week post, for whatever reason, we are still interested in you and your application.  We also welcome 2-year secondment arrangements from existing organisations. Please e-mail [info@the-junction.org](mailto:info@the-junction.org).  **Terms & Conditions:** This is a fixed term appointment. Confirmation of appointment is subject to satisfactory completion of a 3-month probationary period ending when a probationary review has been completed.    **Hours of Work:** Contract is for 30 hours per week, worked flexibly to meet the needs of young people and families. Working hours are defined by mutual agreement. This will include some evening work (currently no later than 8.30pm).  **EMPLOYEE PACKAGE & BENEFITS**   * **Flexible Working & Family Friendly –** We offer flexible working hours to accommodate families, childcare and caring responsibilities. * **Enhanced Pension –** All staff are auto-enrolled in our pension scheme with a **4%** contribution from you and **10%** contribution from The Junction**.** * **Annual Leave -** Annual leave entitlement is ample with **27 days** and **11 public** holidays per calendar (pro-rated for part-time positions).   This post is funded by the Scottish Government's 'Whole Family Wellbeing Fund', delivered by City of Edinburgh Council and The Edinburgh Children's Partnership. |

**JOB DESCRIPTION**

The Junction is seeking a passionate and motivated individual to join our team. We are looking for someone with excellent communication skills who has experience of working with young people and/or communities. We are interested in applications from people with experience in youth work, community work, counselling, or a similar discipline/ experience.

This exciting new role will lead on the delivery of a new programme of activities, that seek to support young people’s mental health and wellbeing. Core to this role will be the delivery of one-to-one support with young people; making connections with families and signposting to relevant organisations; and working collaboratively with others.

Our aim is to support children and families using a whole family approach, focusing on assets and interests and supporting them to achieve best possible outcomes. We also aim to ensure that young people and their families’ views are considered in the development and delivery of services.

**KEY RESPONSIBILITIES**

**Young People & Families**

* Provide one-to-one support to young people, building on their assets and interests, to support them to achieve best possible outcomes.
* Make meaningful connections with families and young people and signpost to relevant support.
* Listen to and consult with young people and families ensuring that their voices are at the heart of decision making.
* Support open access services/ drop-ins which allow young people to access support without an appointment (evening working required).

**Project Development & Partnership Work**

* Identify services available for young people and families across the city and share this information widely.
* Contribute to and attend relevant events and meetings with key partners that support youth and family wellbeing.
* Support the development of resources for young people and families, including resources that promote the services.

**Recording, Monitoring and Evaluating**

* Keep accurate records of support using The Junction’s data management system (in-line with GDPR legislation & young people’s right to privacy).
* Contribute to the writing reports for the organisation including reports to funders and the Board of Directors.
* Support the development of evaluation systems that measure impact on young people and families.

**Other**

* Establish and maintain effective working relationships with The Junction Team and with external agencies.
* Prepare for, contribute to, and attend support and supervision meetings, clinical supervision (as required), and team meetings.
* Ensure adherence to all relevant legislation and organisational policies including child and adult protection procedures, and health and safety.
* Support activities that support young people’s health wellbeing, this can include outreach initiatives and educational group work (as required).
* Work in accordance with The Junction’s values and our policies on equality, diversity and inclusion.

All employees at The Junction are expected to carry out any other duties that support young people’s health and wellbeing or are necessary to support the effective running of the charity.

**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | * Qualifications that showcase excellent written and verbal communication skills. | * Relevant professional qualification e.g. Community Learning & Development, Counselling, Social Work, Teaching, Nursing, or equivalent * Any training/qualifications relevant to working with young people and families. |
| **Working with Young People, Families & Communities** | * Experience of working with young people * Experience of delivering one-to-one work (any discipline) * Experience of listening and responding to the views of others. | * Comprehensive understanding of issues affecting young people * Knowledge of approaches to support young people’s mental health & wellbeing * Understanding and experience of youth work or counselling methodologies * Experience of working with families/ or and communities. |
| **Working Collaboratively** | * Experience of working effectively as part of a team * Effective communicator with people of all ages and backgrounds * Committed and open to challenge. | * Experience of working collaboratively with external partners * Knowledge of services for young people and families in Edinburgh. |
| **Working Effectively and Safely** | * Ability to work on your own and with your own initiative * Experience of working with vulnerable young people and communities * Commitment to equality and diversity, and anti-discriminatory practice. | * Understanding of Trauma Informed Practice * Knowledge of relevant legislation, policy and procedures that impact youth work and/or counselling * Knowledge and experience of child protection and safeguarding policies, legislation and practice i.e. GIRFEC. |
| **Recording, Monitoring and Evaluating** | * Experiencing of gathering data in relation to service users. | * Experience of using online tools to monitor and gather data in relation to service user * Experiencing of methods to measure impact of services. |
| **Other** | * Available to work evenings (minimum of one per week) and occasional weekends * Competent in Microsoft Office (Outlook, Excel, PowerPoint and Word). | * Experience of developing resources for young people and families. |

**EMPLOYMENT DETAILS**

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| --- | --- | --- | --- | --- |
| **Name of Last/ Current Employer:** | | | | |
| **Address:** | | | | |
| **Job Title** |  | | | |
| **Salary** |  | | | |
| **Dates Employed** | **From** |  | **To** |  |
| **Brief Description Duties:** | | | | |

## **Relevant Previous Experience**

## Please briefly tell us about any other relevant paid employment experience and or/ voluntary experience that relates to this role.

You do not need to add your employment history, you can simply add one or more roles that would support your application (maximum of 5).

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| --- | --- | --- |
| **Paid Employment** | | |
| **Employer** | **Role** | **Dates** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

You are welcome to tell us about any unpaid experience, but this is not required for the application. We value people’s unpaid experience and candidates’ applicable skills and will take them into consideration.

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| **Unpaid Experience** | | |
| **Organisation/ Activity** | **Role** | **Dates** |
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| 2. |  |  |
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| 5. |  |  |

## **QUALIFICATIONS & TRAINING**

Please list below relevant qualifications or key training courses completed. (use continuation sheet if necessary).

Within this section we recommend adding around 5 qualifications and courses you have completed that are relevant to the role. We have provided more space for those who need it.

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| --- | --- | --- |
| **Title of Qualification/ Course** | **University/College/ School/ Organisation** | **Date Completed** |
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**PERSONAL STATEMENT**

State below the qualities and experience that makes you a suitable applicant for this post.

Please ensure your statement demonstrates how your **skills** and **experience** address the criteria laid out in the **PERSON SPECIFICATION.** Prompts are noted below.

Where possible, your personal statement should be no longer than one page of A4.

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| **Key Prompts:** (see Person Specification for more information)   * What is your experience of working with young people and/ or families and communities? * What is your experience of delivering one-to-one support? * What is your experience/ ability of working collaboratively? * What is your experience/ ability of working effectively and safely? * What is your experience of recording, monitoring and evaluating your work? |

**EQUALITIES & INCLUSION**

At The Junction we strive to be an inclusive and welcoming organisation for young people, staff, volunteers and our partners.

We take steps to ensure we do not discriminate on the grounds of age, race, sexual orientation, transgender identity, sex, disability, marriage and civil partnership, religion or belief, pregnancy or maternity; and specifically consider the needs of those that live in poverty, carers, and care experienced young people.

Our building is accessible, we are working towards our Gold Level LGBT Charter Award, and we work in partnership with Leith’s Multicultural Family Base to deliver services. We also have family-friendly policies and seek to welcome and include employees and volunteers with families.

**REASONABLE ADJUSTMENTS**

We want to ensure applicants can perform at their best throughout all stages of the recruitment process.

Please use box below to make us aware of any reasonable adjustments you need to support you in this process.

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**CONFIDENTIAL**

**Personal Details and References Form**

Personal details such as name, address and age are removed from this application form during the assessment process.

This is to ensure that your application will be short listed solely based on your experience, skills & qualifications relevant to the above post.

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| --- | --- |
| **Position Applied For** | **One-to-One Support Worker** |
| **Full Name** |  |
| **Home Address** |  |
| **Postcode** |  |
| **Email Address** |  |
| **Telephone No** |  |
| **Date of Birth** |  |

Please give the names and contact details of two referees who know you well & can provide reliable information about your experience/skills/qualifications which make you suitable for the post. One of the two must be your current or last employer.

**References**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reference 1:** | | | **Reference 2:** | | |
| **Name** |  | | **Name** |  | |
| **Address** |  | | **Address** |  | |
| **Email address** |  | | **Email address** |  | |
| **Contact number** |  | | **Contact number** |  | |
| **Occupation** |  | | **Occupation** |  | |
| **Relationship to you** |  | | **Relationship to you** |  | |
| **May we approach before interview?** | Yes | No | **May we approach before interview?** | Yes | No |

**THANK YOU!**

Thank you for applying for a post at The Junction.

If you have any informal queries, please email [**info@the-junction.org**](mailto:info@the-junction.org)or call **0131 553 0370.**

**CHECK LIST**

Please complete and send complete the following documents marked **CONFIDENTIAL** by email to [**info@the-junction.org**](mailto:info@the-junction.org)or mail to 82-86 Great Junction Street, Edinburgh, EH6 5LL.

* THIS APPLICATION PACK (or relevant CV document) This must include a personal statement that relates to the role/ person specification
* THE EQUAL OPPORTUNITIES MONITORING FORM (separate document). The Equal Opportunities Form is optional.

Please note, you will be asked to complete a Criminal Convictions Disclosure form as part of the application process. Due to the nature of the work for which you are applying, this post is exempted from the provisions of rehabilitation of offender’s legislation. You are therefore not entitled to withhold information about convictions which for other purposes are ‘spent’. In addition, in the event of you being offered employment by The Junction, this post is subject to an enhanced disclosure procedure.

Equal Opportunities Forms are kept separate from applications and are used to reflect our organisation’s practice and ambition to be an inclusive organisation for all.

If you have any questions or require any additional adjustments to support this application process, do not hesitate to get in touch. Good luck with your application. We look forward to reading it.

Best Wishes,

**Cara Spence (Director)**

**The Junction – Young People, Health & Wellbeing**

[**www.the-junction.org**](http://www.the-junction.org)

**PRIVACY STATEMENT**

**Purpose and Legal Basis for Processing**

Our purpose for processing this information is to assess your suitability for a role you have applied for.

The legal basis we rely on for processing your personal data is article 6(1)(b) of the GDPR, which relates to processing necessary to perform a contract or to take steps at your request, before entering a contract. The legal basis we rely on to process any information you provide as part of your application which is special category data, such as health, religious or ethnic information is article 9(2)(b) of the GDPR, which also relates to our obligations in employment and the safeguarding of your fundamental rights and article 9(2)(h) for assessing your work capacity as an employee. And Schedule 1 part 1(1) and (2)(a) and (b) of the DPA2018 which relates to processing for employment, the assessment of your working capacity and preventative or occupational medicine.

**What we do with the information you provide?**

We will use all the information you provide during the recruitment process to progress your application with a view to offering you an employment contract with us, or to fulfil legal or regulatory requirements if necessary. We will not share any of the information you provide with any third parties for marketing purposes.

We will use the contact details you give us to contact you to progress your application and will use the other information you provide to assess your suitability for the role.

**What information do we ask for and why?**

We do not collect more information than we need to fulfil our stated purposes and will not keep it longer than necessary. The information we ask for is used to assess your suitability for employment. You do not have to provide the information, but it may affect our ability to process your application properly (or at all).

**Application Stage:** We ask you for your personal details including name and contact details. We will also ask you about previous experience, education, referees and for answers to questions relevant to the role. That information will be available to The Junction staff involved in assessing your suitability for the role you apply for.

You will also be asked to provide equal opportunities information. This is not mandatory – if you don’t provide it, it won’t affect your application. Any information you provide will be used to produce and monitor equal opportunities statistics.

**Assessment Stage:** We may ask you to attend an interview and complete an assignment or a combination of these. Information will be generated by you and by us. For example, you might complete a written assignment, or we might take interview notes. This information is held by us.

If you are unsuccessful after assessment for the role, we may ask if you would like your details retained for future opportunities. If you say yes, we will proactively contact you should any further suitable vacancies arise.

**Offer of Employment:** If we make a conditional offer of employment, we’ll ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We must confirm the identity of our staff and their right to work in the United Kingdom, and seek assurance as to their trustworthiness, integrity and reliability.

We will ask you to provide some (or all) of the following and we may take copies:

* proof of your identity – you will be asked to attend our office with original documents
* proof of your qualifications – you will be asked to attend our office with original documents
* a criminal records declaration to declare any unspent convictions
* we will contact your referees, using the details you provide in your application.

 If we make a final offer, we will also ask you for the following:

* bank details – to process salary payments
* emergency contact details – so we know who to contact in case you have an emergency at work.

**After Start Date:** The Junction’s Conduct and Standard Policy requires all staff to declare if they have any potential conflicts of interest. If you share information on this, the information will be held on your personnel file. You will also need to declare any secondary employment.

**How long do we keep information?**

If your application is not successful, we will hold your personal information for six months at which point we will delete it, unless you ask us to hold it for consideration for future opportunities.

If you are successful in your application and take up a contract of employment with us, we will hold your information for the duration of your employment with us plus six years unless we have a legal obligation to hold your information for a longer period.

**Your Rights**

As a data subject, you have a number of rights. You can:

• access and obtain a copy of your data on request

• require the organisation to change incorrect or incomplete data

• require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing

• and object to the processing of your data where The Junction is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact **Cara Spence** **(Director)** via [**info@the-junction.org**](mailto:info@the-junction.org)**.**

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

**How we protect your data and use data processors?**

The Junction takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties

We use several processors to provide elements of our recruitment service for us. We use Office365 from Microsoft to provide our email system and cloud storage. Some details relating to your application will be held within Office365.

If we employ you, relevant details about you will be provided to third parties, such as SCVO that process our payroll. Full details are given upon commencement of employment.

**Registered Scottish Charity – SC036721**