

# Job Application Pack



## Part-time Youth Worker

Create Paisley is a small, dynamic youth arts charity, based in Renfrewshire, using art and creativity to support young people's mental health and wellbeing.

To find out more: [www.createpaisley.org.uk](http://www.createpaisley.org.uk)

We're looking for a new, part-time Youth Worker to join our amazing team. Read on for the full job description and person specification, plus details of how to apply.

The deadline for applications is Friday 26th June, 5pm.

Good luck!



# Job Description

**Position:** Youth Worker

**Reports to:** Youth Development Manager

**Salary:** £26,244 per annum (Full-Time Equivalent)

(pro rata'd to £10,498 for 14 hours per week)

**Employment term:** Permanent (subject to a three month probationary period)

**Hours of work:** 14 hours per week. (Two days per week, within a Monday-Thursday schedule). With an expectation that the worker will be able to be flexible with working hours and allocate hours to any events or activities which may be a required part of the post.

## Create Paisley

CREATE Paisley is an arts charity dedicated to fostering well-being among young people in Renfrewshire through the power of creativity. We provide crucial support to those in communities often overlooked, facing the most challenging circumstances.

Our vision is to transform young lives through creativity, community, confidence, and empowering their voices. We collaborate closely with young people, to build upon their strengths and potential.

Through a mix of creative drop-ins, schools and community workshops, and volunteering opportunities, we support young people to develop skills, support networks and resilience. Our work fuses the best of youth work with art and creativity. It's nimble and flexible, responding to the needs of those we work with, and built around long-term relationships.

## Purpose of Job

**Create Paisley is looking to appoint a part-time (0.4) Youth Worker to support and develop our current youth work provision.**

**The Youth Worker will:**

1. Support and lead youth work activities
2. Develop supportive relationships with young people and partners
3. Implement evaluation and reflective practice in all activities
4. Work within Create Paisley's Vision & Values

# Responsibilities

## **SUPPORT AND LEAD YOUTH WORK / CREATIVE ACTIVITIES**

- Support and/or lead regular youth arts workshops and arts-based activities in community and school based settings
- To develop youth work and creative activities in response to young people's needs and aspirations
- Support volunteers, ensuring that volunteers are safe, involved and know their role
- Conduct risk assessments as required
- Work as part of a team to plan sessions in advance, developing content, themes and arts activities
- To inform management and/or safeguarding coordinators of any concerns relating to sessions
- To complete and/or contribute to reports as necessary

## **DEVELOP SUPPORTIVE RELATIONSHIPS WITH YOUNG PEOPLE AND PARTNERS**

- To help develop and implement creative approaches and tools for 1-to-1 support
- To maintain the ethos of the organisation by providing a caring, safe and supportive environment.
- To develop and maintain positive relationships with young people through conversation and encouraging participation in activities
- Contribute to identifying the needs of young people and helping plan effective programmes
- Engage young people in our activities, ensuring they share their voice and have an active role in CREATE
- Signpost young people to relevant services as required

## **IMPLEMENTING EVALUATION AND REFLECTIVE PRACTICE IN ALL ACTIVITIES**

- Work as part of a team to evaluate activities with volunteers and young people
- Contribute to sessional reflective practice and relevant documentation
- Work with the Youth Development Managers to keep ongoing records of activities, stories and other useful and relevant information for reporting

## **WORKING WITHIN CREATE PAISLEY'S VISION & VALUES**

- Adhere to Create Paisley's four values (creativity, community, confidence and voice) within all areas of our work
- Adhere to Create Paisley's Code of Conduct for all staff and volunteers

## **OTHER DUTIES**

- Attend supervision and meetings as required
- Attend training sessions and professional development
- To promote and comply with current legislation and Create Paisley's policies on Health and Safety, Safeguarding, etc.
- Occasionally carry out additional duties in conjunction with Create Paisley charitable objectives

# Qualities & skills required

## Experience

Possession of a relevant youth work qualification, or relevant youth work experience	Desirable
Experience of artistic or creative practice as an artist or facilitator	Desirable
At least two years' experience of working with young people	Essential
Experience of working alongside others as part of a team	Essential
Experience of monitoring, evaluation, reflective practice and engaging young people in this process	Essential

## Skills & Abilities

Ability to plan and deliver creative activities to support and engage young people	Essential
Ability to record impact of CREATE's work on young people	Essential
Relational and interpersonal skills	Essential
Ability to plan, manage and prioritise own workload	Essential
Excellent written and verbal communication skills	Essential
Strong IT skills, including proficiency on Google Drive etc.	Desirable

## Other Criteria

Willingness to work evenings and occasional weekends as necessary	Essential
Employs a creative and imaginative approach to working	Essential
Holds full driving license, with access to a car	Desirable

# Terms & Conditions

## **Staff Development**

There will be an induction programme with Create Paisley during the first four weeks in post. Training for further professional development may be provided if appropriate.

## **Membership of PVG Scheme**

The post is a regulated role, and entails working with children and young people. CREATE will require a successful PVG Scheme application or Update prior to you starting work with us.

## **Conditions of Service**

The post holder will be expected to adopt flexible working practices to suit the demands of the post. Evening or occasional weekend work will be required for which time off in lieu will be awarded, in agreement with the line manager.

## **Annual Holidays**

34 days' paid holiday during each holiday year or the pro rata equivalent if you work part-time.

## **Accountability**

The post-holder will be accountable to the Youth Development Manager and will receive regular supervision. The frequency of the supervision meetings will be set with the Youth Development Manager, and will take account of length of service, whether any development or change is in process, and individual preference.

## **Equal Opportunities**

CREATE is an Equal Opportunities organisation and is committed to being an Equal Opportunities Employer. If you'd like to request any adjustments to the application process to support you, please let us know.

## **Pension**

CREATE complies with the employer pension duties in accordance with Part 1 of the Pensions Act 2008.

## **Notice of Termination**

Your employment is subject to a probationary period of three months during which your contract may be terminated by one week's notice in writing by either side.

## **Travel**

Some travel within Renfrewshire and occasionally beyond is required. If the post holder uses their own vehicle, a valid current driving licence and insurance covering the use of the vehicle for work purposes must be held. On these occasions, the mileage rate agreed by the Board will apply.

## **Privacy**

CREATE is committed to ensuring that your privacy is protected and that data collected will only be used in accordance with our privacy policy. CREATE does not sell or provide information to third party organisations and does not share your information with third party organisations for their benefit.

# How to Apply

## Please send us:

A CV, or equivalent, outlining relevant skills, training and experience. Please include two referees. (Note: we will only contact these referees if you are offered the role.)

A short letter (no more than 2 pages) telling us about you, and why you'd like to work at Create Paisley, and what you would bring to the role of Youth Worker. Please mention some examples of your work you're proud of - for example a project with young people you facilitated, or ways in which you've supported a young person over a period of time. By all means include images or links to work, if you'd like to.

**Email these to:** [jobs@createpaisley.org.uk](mailto:jobs@createpaisley.org.uk)

If you have any access requirements and would like to request submitting your application in another format, please let us know.

Any questions about the role, or this process, please email the same address.

**Deadline for applications: FRIDAY 26TH JUNE, 5.00PM**

**Date of interviews (shortlisted candidates only):  
TUESDAY 7TH JULY. In Paisley, in person.**

