

CAUDWELL YOUTH

Recruitment Pack

WELCOME

Thank you for your interest and for considering applying for a role at Caudwell Youth.

Caudwell Youth provides support that changes the lives of at-risk young people aged 11-24 years through mentoring by trained volunteers for up to 2 years.

Founded in 2022, in partnership with John Caudwell, we are determined the needs of at-risk young people are properly addressed.

As an organisation supporting young people with care experience, with mental health and those at risk of criminal exploitation and offending, we are keen to receive applications from those with lived experience and we will guarantee an interview.

We actively seek to bring diverse perspectives and experience, and especially welcome applications from disabled people and those from Black, Asian, Minority Ethnic backgrounds and LGBTQ+.



OUR VALUES



Empowering

Feedback empathetically, always act with understanding, support and value.

Optimistic and realistic



Look to the future but prioritise the present.



Intentionally inclusive

Foster an open culture.

Deliver with integrity



Always uphold honesty, act within our morals and ensure we are dependable.



JOB DESCRIPTION

Job Title: Youth Support Coordinator
Responsible To: Area Manager
Responsible For: Young People and Volunteer Mentors
Location: Working from home - working in the community
in Bucks
Working Hours: 37.5hrs per week
Salary: £29,000 per annum

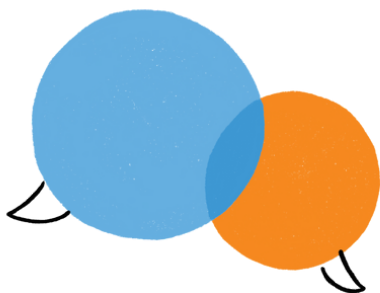


Purpose of role:

To support the Area Manager in ensuring the Charity's development and growth in ways that are relevant and in line with operational services and charitable objectives.

To ensure the Charity achieves its aims and objectives and fulfils its operational plan effectively by providing high quality support services, providing person centred long-term mentoring for young people.

To have key and major responsibility for coordinating service areas and develop the Charity's programmes, supported by your line manager. One of your key roles will be developing positive working relationships with key partner organisations.



WHAT WILL YOU DO

Key Responsibilities

- Responsible for a geographical area, supporting up to 25 young people.
- Coordinate onboarding of young people, including the initial person-centred assessment, matching of volunteers and developing skills sessions if and when appropriate.
- Develop a multi-agency person-centred approach for the young people you are working with, to ensure your young people have the right support at the right time.
- Directly support young people whilst they are onboarding onto our mentor service.
- Identify young person's needs including short term goals and long-term goals to ensure a smooth transition into mentoring.
- Signpost to other relevant services when required.
- Report any safeguarding concerns to the DSL, with support from your line manager.
- Work in partnership with the Volunteer team to recruit, induct, deploy, support and develop volunteer mentors.
- Organise and lead volunteer meet ups, training and stakeholder meetings.
- Support and deliver volunteer training for specialist areas, depending on the needs for the young people referred to the service.
- Ensure the integrity and effectiveness of volunteer-based support for young people.
- Effectively report on complaints and compliments relating to programmes.
- Develop local knowledge of needs and funding opportunities, with support from your line manager.
- Build knowledge of local strategies, linking in with network forums.
- Develop relationships and partnerships with local employers, benefit agencies, training establishments to enable opportunities for young people.
- With support, understand demand, monitoring targets and ensure programme objectives are met.
- Support young people to actively engage with our provision.
- Collect outcomes data, in line with quarterly reports.
- Embed engagement strategy with the young people in your area.
- Identify opportunities to develop new types of services.
- Ensure we achieve agreed development objectives, with support from your line manager.
- Endeavour to promote Caudwell Youth's values in all that you do.
- Be an ambassador for Caudwell Youth in the geographical area you are leading.

WHAT WILL YOU DO

Coordination and Development

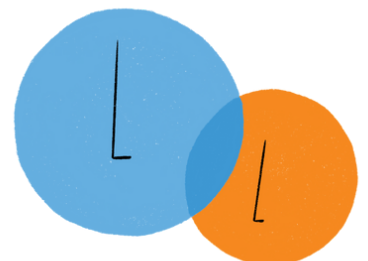
- With support from your line manager, ensure the delivery and development of services and community-based activities and development opportunities in line with regulatory requirements and our own policies, including safeguarding, social media, health & safety and data protection.
- Develop services and activities and opportunities for inclusion, community engagement and personal development for young people as agreed with your line manager.
- Ensure appropriate planning, risk assessment and evaluation for all activities relating to your area of responsibility, with support from your line manager where appropriate.
- Develop bespoke activities for the needs of the young people in the geographical location.

Administration

- Ensure good administration, record keeping and reporting of all work undertaken in line with data protection and other regulations.
- Monitor and have oversight of volunteer input into the CRM database.
- Monitor all activities for your area against targets and objectives.
- Undertake proactive activities in line with our policies and good practice.

Partnership and Liaison

- Work closely with the team and the stakeholder steering group to promote good communication and shared focus.
- Ensure effective, relevant and appropriate communication at all times.
- Represent the Charity to other organisations, funders and supporters.
- Establish and develop good relationships with other charities and agencies to increase partnership and effective joint working where appropriate.
- Be a point of contact for members and external contacts as regards activities and service provision.



WHAT WILL YOU DO

Partnership and Liaison

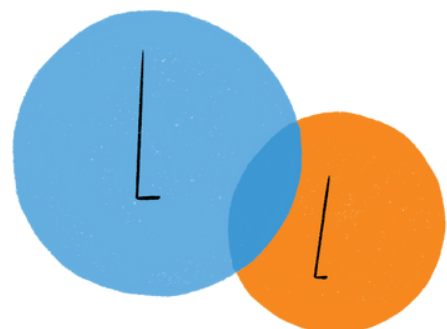
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Team Ethos

- Work effectively as a team, supporting other team members and be willing to receive support whilst fulfilling your own responsibilities and tasks.
- Express and promote equal opportunities and encourage inclusion and involvement.
- Ensure good communications and relationships within the team at all times.
- Attend team meetings, personal work reviews and task group meetings proactively and as a contributor.
- Effectively lead and support a team of mentors.

General

- Act in a professional way at all times.
- Undertake and identify training as required and take a positive approach to personal development.
- Fulfil the duties and responsibilities of an employee as regards to Health and Safety at Work, including own safety and self-management.
- Undertake any other reasonable tasks deemed necessary.



OUR TEAM



We don't have a CEO by design, but instead have 4 co-leads. Each Director takes leadership for specific operational areas and takes joint key decisions. All attend board meetings.

The Senior Leadership Team report into the Board of Trustees. This is currently 10 trustees.

We are a new charity with 22 employees, initially working across Hertfordshire, Buckinghamshire, Luton and Milton Keynes. Our aim is to grow into a national charity with an annual growth plan.

WHY WORK FOR US?

We are an experienced team that are dedicated to improving the lives of the young people we support.

Benefits:

- Flexible Working
- Hybrid – working from home and in the community
- WPA Healthcare (including Employee Assistance Programme and extended counselling sessions)
- Group Personal Pension with a 5% employer contribution and Salary Sacrifice Scheme
- 25 days annual leave (FTE) plus bank holidays, plus charity closure between Christmas and New Year
- Extra paid day off on your birthday
- Paid day off for volunteering in your community
- Training opportunities to support your personal development
- Employee discounts on everyday goods and services
- Being part of a passionate and dedicated team

Caudwell Youth is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. As part of this commitment, we undertake disclosure checks in accordance with the Codes of Practice for all. Having a criminal record will not automatically exclude applicants.

PERSON SPECIFICATION

No candidate will meet every single desired qualification. If your experience looks a little different from what we've identified and you think you can bring value to the role, we'd love to learn more about you.

Essential Criteria

Skills & Knowledge:

- Excellent knowledge and understanding of young people services in the UK
- Excellent organisation, planning and communication skills
- Strong people skills: demonstrates empathy, leads by example, and contributes to building a desirable team culture
- Committed to equality and diversity
- A positive attitude with a proactive and flexible approach to work
- Adaptable to the young people's needs
- Understanding and drive to amplify youth voice with Caudwell Youth
- A good understanding of safeguarding and confidentiality
- Must hold a full driving licence, with access to a vehicle and have business cover on their insurance

Experience:

- Experience of youth work and supporting young people at risk
- Experience of working to agreed delivery targets and monitoring outcomes
- Experience of managing and completing priorities to deadlines
- Experience of networking with partner organisations
- Experience or knowledge of child protection meetings and conferences

Desirable Criteria

- Experience of working within our specialisms (care experience, mental health, exploitation and offending)
- Experience of working with statutory services to support young people at risk
- Experience of liaising and relationship building with families and carers
- Experience of facilitating youth forums and amplifying young voice
- Experience of managing and recruitment of volunteers
- Awareness of other support networks for young people
- Use of software such as Office 365 and Better Impact



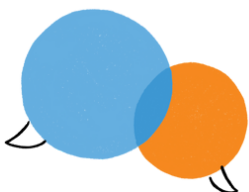


HOW TO APPLY

Our recruitment process is deliberately robust

We want to make sure you have all the information you need to be confident in your application for the post.

Stage	Information	Date / Deadline
Find out more	Contact Tracie Mills, HR Manager, with any questions you may have about the role on 01908 973676 or by email: info@caudwellyouth.org	By Wednesday 13th December 2023
Apply	Complete the application form (available on our website) and email to Tracie Mills at info@caudwellyouth.org	By Thursday 14th December 2023
Shortlisting	<p>To support Caudwell Youth's EDI policy by promoting diversity and avoiding any unconscious bias, our recruitment process includes 'blind selection'.</p> <p>Only the answer to the question in the application form asking you why you are interested in this position is passed on to the interview panel for selecting applicants.</p> <p>When applicants have been blind selected for the interview stage, their full applications are released.</p> <p>All applicants will be notified as to whether they are successful or not.</p>	Friday 15th December 2023
Interviews	Interviews will take place virtually via Microsoft Teams. The interview will consist of interview style questions.	w/c Monday 18th December 2023



HOW WE WORK

Each Youth Support Coordinator is dedicated to supporting up to 25 young people and 30 volunteers.

Young people may have more than one volunteer mentor.

They work collaboratively to guide and encourage young people from referral along a journey of empowerment of up to two years.

Mentors and young people typically meet weekly, but talk / message more regularly, especially when they are anxious or need additional support.

Employees and mentors organise and connect young people to a range of activities and resources. We have built strong partnerships, offering opportunities to the young people we support, allowing them to learn to cope and manage with everyday life, build their confidence, and develop the skills to re-engage with education, obtain work experience, employment and greater independence, thereby moving them away from risks associated with negative relationships or behaviour.

Support is person-centred using a range of tools dependent on their needs.

These include:

- 1:1 mentoring;
- Helping with education, especially access to functional skills learning;
- Helping with applications for jobs, training, benefits, IDs, residency;
- Signposting to other services such as food banks;
- Opportunities that build resilience and result in positive use of time;
- Activities that build positive social connections.



IMPACTS

- Increased confidence and sense of self-worth;
- Improved well-being, relationships, social skills and communication;
- Improved life skills such as financial management, cooking and hygiene;
- Increased meaningful use of time;
- Increased resilience.



OUTCOMES

- Reduced offending behaviour;
- Lowered risk of exploitation;
- Reduced substance use;
- Improved mental health;
- Significant movement from Not in Employment, Education or Training (NEET) to in Employment, Education or Training (EET).

OUR STRENGTHS

We have a breadth of knowledge and experience working with young people, in particular, the needs outlined below although we work with a wide range of needs.

All our young people are experiencing at least one of these needs, however most experience multiple needs which compounds the level of risk they face.

At Risk of / Involved in Offending Behaviour

Some of our young people will have had involvement with the criminal justice system and be looking to move away from the revolving door of crime.

We offer non-judgemental support and opportunities to engage in positive activities away from potentially detrimental or negative influences.

Care Experienced

Care experienced young people are at the most risk due to their experiences such as 41% of care leavers aged 19- 21 years are not in education, employment, or training (NEET), compared to 12% of all 19- to 21-year-olds.

We work with care experienced young people to build confidence and resilience, widen opportunities and support with life beyond care.

At Risk of / Experiencing Exploitation

At risk young people are at particular risk of criminal, sexual, emotional and financial exploitation. The most common presenting need we support relates to county lines.

By showing positive alternatives such as routes into work and education, positive social networks and building resilience and confidence, we empower our young people with the tools to thrive as they move into adulthood.

Mental Health

There has been a significant rise in mental health challenges for young people in recent years. Almost two in three children and young people with a diagnosable mental health condition do NOT get access to NHS care and treatment.

We are there to provide community support for those needing our services where NHS care and treatment is inaccessible due to long waiting times or not meeting required thresholds.

Volunteer Mentoring

Many of our young people are overwhelmed by the number of professionals involved in their life. Volunteer mentors are a voice of reason there by choice not professional caseload. Volunteer mentors work with Caudwell Youth as a means of using their diverse skills and experience to have a positive impact on their local community.