



Application Pack
Targeted Youth Support Service (TYSS)
Deputy Coordinator



Dear Applicant,

Re: TYSS Service Deputy Coordinator 23.5 hrs per week but negotiable – fixed term until 31 March 2025

Thank you for your interest in working for The Junction. Within the application pack you will find a Job Description, Person Specification, Equal Opportunities Monitoring Form and application form.

The Junction is a respected charity working to make a difference to the lives of children young people and their families. We are proud of our reputation and believe that all of our workers are key to establishing positive relationships, building trust, self-belief, a sense of family and belonging.

We are seeking to recruit a TYSS Service Deputy Coordinator, the candidate must have experience in supporting hard to reach and vulnerable young people in formal and informal environments, experience of street-based work and leading teams is a must have. We are looking for motivated, well organised and committed people with a passion and experience in supporting local children and young people and who enjoy learning new skills.

When writing your application please ensure you address the person specification provided and highlight any information in excess of the criteria. If you would like to discuss the requirements of the post or have any questions about the role please contact **Rob Gallazzi** on 01642 756000 or via email robert.gallazzi@thejunctionfoundation.com

Once you have completed your application please return to:

recruitment@thejunctionfoundation.com

Or alternatively post to The Junction, Westfield Farm, The Green Dormanstown, Redcar, TS10 AN, please ensure your envelope is marked **PRIVATE AND CONFIDENTIAL**.

Please note the deadline for the applications **is noon on Tuesday 13th August 2024 and interviews to be held on Friday 16th August 2023**

The post is subject to relevant safeguarding procedure which includes a satisfactory Disclosure and Barring Service check. We look forward to receiving your application.

Yours faithfully,

Beth Major
Chief Executive Officer



Why work for The Junction?

Pension

We contribute 5% of your equivalent salary into your pension scheme for all eligible posts.

Staff Wellbeing Programme

Our staff Wellbeing Programme, provided through SimplyHealth, provides money back on health-related treatments such as optician costs, dentist fees, physiotherapy and alternative therapies, so you aren't left to foot the bill.

Counselling Helpline

We provide access to 24hr Counselling Helpline support so you are never left to struggle if life becomes tough.

Counselling Face-to-Face

In addition to the helpline we provide access to 6 sessions of face to face counselling

Generous Holidays

Our generous holiday entitlement of 6 weeks per year plus bank holidays means you can balance your work and home life commitments.

Loyalty Holiday Bonus

We reward loyalty by offering colleagues 1 extra day holiday for every completed holiday year up to a maximum of 5 additional days. Increasing holiday entitlement to 7 weeks per year plus bank holidays for 5 completed holiday years.

Staff Development

We have a history of growing our own talent and we develop and support staff to expand their knowledge and take opportunities that become available.



Making a Difference

By being part of an extra ordinary team, we work together to help transform the lives of local children, young people and families.

Within The Junction

There are a range of services within The Junction all working towards shared goals and all focused on making a difference to the lives of children, young people and their families, including:

- Youth Employment Services
- Young Carers' Services
- Youth Services
- Children and Young People's Emotional Wellbeing and Mental Health Services
- Children and Young People's Specialist Transport Services

We pride ourselves on being able to provide multiple specialist services 'under one roof' with each service interacting together to provide the best possible seamless service to children and young people. We employ multi-disciplinary teams of professionals with backgrounds in psychology, social work, counselling, youth work and youth unemployment as well as other qualified and experienced practitioners who:

- Understand the issues facing children and young people
- Have the skills to effectively support them
- Can deliver outcome focused interventions

We have developed a unique service delivery model to ensure that clients are able to access a service that supports their individual needs. However, the ethos of The Junction ensures our services do not work in silos, although we recognise the need for service identities and separate lines of accountability to stakeholders.

All of our services are person-centred, outcome-focused and outcome-driven with an increased need to evidence the impact our services have on children, young people and their families.



Expectations and Job Description

It is essential that everyone who works or volunteers for The Junction recognises how their efforts help us make a difference to the lives of so many children, young people and families who are in need of our support. It is equally important that everyone is conscious of how their role supports the Vision and Mission of The Junction and that everyone can feel a sense of pride in their work.

We are very protective of our reputation of putting children and young people at the heart of everything we do and we have a clear expectation that all of our workers believe in and work to the Values and Key Principles of the organisation.

Vision

Our vision is a world where no child, young person or family is left to struggle. We want a world where there is always someone to talk to.

Mission

To empower children, young people and their families to embrace life with confidence, facing life's challenges in a positive way.

Values	Key Principles
We listen	Children and Young People are at the heart of everything we do
We genuinely care	
We don't judge	Our workers are the key to building strong, positive relationships
We empower	Working in partnership to make change happen

Working within The Junction's policy environment

All staff and volunteers within The Junction are expected to work in accordance with the policies, practices and procedures of the organisation. Key to this approach is a commitment to promote and safeguard the welfare of children, young people and vulnerable adults, as safeguarding is everyone's responsibility. Similarly, all staff are expected to demonstrate a commitment to promoting and valuing diversity, being prepared to challenge the use of discriminatory language and to support and encourage non-discriminatory practice.



Personal Development

All staff are expected to make a commitment to their own personal development, partaking in personal development opportunities and undertaking training, supervision and appraisal as required and to support the personal development of others, particularly apprentices.

Job Title: TYSS Service Deputy Coordinator

Salary: £28,891 per annum, pro rata

Hours: 23.5 hrs per week including some evening and weekend working as required

Contract Type: Fixed term until 31st March 2025

Location of work: Across Middlesbrough

Responsible to: Service Coordinator

Accountable to: Service Coordinator / Youth and participation lead

JOB PURPOSE:

To deputise for the Coordinator in aspects of the role in their absence and as directed.

To lead on service delivery within detached youth work teams, deliver 1:1 work with young people and structured group work sessions both face to face and online as directed by the Targeted Youth Support Coordinator. This will include some line management of sub teams.

To lead in the planning, delivery, evaluation and recording / reporting of detached youth work activities and support for young people working within the principles and values of The Junction at all times.

Data recording responsibilities and planning for sessions – including development work and health and safety.

To support positive outcomes for children and young people including reporting, planning, evaluating and recording of activities including the production of timely reports upon request.

To line manage/ supervise and support a team of detached youth work leads and detached youth workers.

To attend meetings with partners directly related to issues affecting young people as directed.

To support hard to reach and vulnerable young people, manage a small case load of young people and plan and deliver issue-based group work.

**SUPPORT:**

Support and supervision will be carried out by the TYSS coordinator

PRINCIPAL DUTIES AND RESPONSIBILITIES:**Working with Children, young people and their families**

- To lead, as directed by Service Coordinator, the provision of support for young people visible within communities, through group work and individual support and work to support positive outcomes.
- Engage with young people within their communities and respond to presenting needs through initial response, signposting and referral, direct structured work or project work.
- Identify patterns and trends within communities of young people and report these through line management for intelligence purposes.
- To be prepared to work a maximum of 2 evenings a week, weekends and periodical residential work, if applicable.
- Establish and maintain positive relationships with young people, their families, external stakeholders and the wider community.
- To lead and work as part of a team, supporting project staff and providing a flexible response for children and young people, taking into account their needs and abilities. Ensuring effective planning, recording, reporting, monitoring & evaluating work with young people.
- Raising awareness of the needs of young people and contribute to enabling them to have a voice.
- Identify issues and concerns facing young people and their families and respond appropriately.
- Ensure that young people engaged in the project are kept safe from harm at all times and utilise The Junctions Safeguarding and Health and Safety Policy and Procedures effectively.



- Demonstrate an active commitment to making a positive difference to the lives of children, young people and their families.
- To act as Safeguarding Lead Practitioner when needed as part of the multi-disciplinary team.

Working in Teams

- To support the development of the service in line with The Junction strategic plans by taking an active part in team meetings and support, as well as working collaboratively with all colleagues and partner agencies.
- To contribute to the day to day administration & running of The Junction's projects & services.
- To evaluate and report on activities completed within the TYSS team.
- Undertake other duties and responsibilities as required from time to time commensurate with the post.

Working within The Junction's policy environment

- Demonstrate a commitment which promotes and values diversity and the equality of opportunity in relation to employees, workers, service users and the wider community, challenge the use of all discriminatory language and practice and positively encourage all staff, volunteers, partners, young people and volunteers to adopt non-discriminatory practice.
- Undertake all work in accordance with The Junctions policies and practice including but not withstanding Information Security, Health and Safety, Risk Management Achieve that the highest standards of customer care are met at all times.
- Positively promote the welfare of children, young people and vulnerable adults and ensure that it is recognised that safeguarding is everyone's responsibility.



Personal Development

Be committed to your own personal development partaking in personal development opportunities and undertaking training, supervision and appraisal as required.



Person Specification	Essential	Desirable	Proposed Selection Method
Qualifications and Training			
Educated to degree level in a relevant field.		X	A
A minimum of a Level 3 in youth work, (or a level 2 and commitment to undertake as soon as reasonably possible).	X		A/I
Trained as a Safe Guarding Lead (Or a willingness to complete training)	X		
Additional qualifications and/or training in working with children and young people with specific identified needs.		X	A/I
Experience			
Experience of working in and leading teams, planning activities, completing risk assessments and reporting on activities.	X		A/I
Experience of working with children and young people	X		A/I
Experience in an informal environment	X		A/I
Experience of taking a lead role in street-based youth work (detached or outreach work)	X		
Experience of working directly with young people to achieve positive outcomes.	X		A/I
Experience of supporting children and young people in a structured group setting	X		A/I
Experience of supporting children and young people on a one to one basis	X		A/I
Experience of communicating with commissioners and other professionals	X		A/I
Experience of planning, delivering and evaluating activities with children and young people	X		A/I
Knowledge, Skills and Abilities			
Knowledge of issues and barriers that young people and their families face	X		A/I



Ability to collect and collate data, write reports and communicate at different levels.	X		A/I
Patience and tact to deal with a range of issues that may occur with individuals	X		A/I
Effective verbal and written communications	X		A/I
Good organisational skills	X		A
Ability and willingness to undertake further training and development	X		A/I
Ability to work with partner organisations from the public, private and voluntary sectors	X		A/I
Understanding of the risk and involved in working with vulnerable young people and their families	X		A /I
Ability to respond appropriately to safeguarding	X		A/I
Work related circumstance			
Demonstrate an understanding of professional boundaries and appropriate relationships with people and other professionals	X		A/I
Ability to work out of standard working hours and flexibly to meet the needs of the service, children and young people	X		A/I
Ability to travel flexibly to meet the needs of the service with access to own transport	X		A/I
Equal opportunities and Diversity			
Commitment to pursue Equal Opportunity and Non-Discriminatory practice	X		A/I

A – Application / I - Interview