

Somerset Youth Volunteering Network



Ever thought about a career in Community and Youth work?

Do you want to work with young people, but not as a teacher, youth worker or social worker?

Are you enthusiastic, motivated, supportive, organised, and good with people? Can you encourage, use your initiative, develop ideas, and problem solve?

We work across Somerset to support young people in undertaking rewarding volunteering, community action and citizenship.

We support young people in getting involved and in making real decisions in both their local communities and on a national level.

Community Youth Workers
37.5 hours per week.

Funding Officer
20 hours per week to suit.

All jobs have a package of medical insurance, personal training budget and pension deduction options.

Trainee Community Youth Worker
Full time 37.5 hours per week.

For an info pack or a chat about the above jobs, or to arrange to come in on one of our open days, please

Phone: 01458 836130, or email:

info@somersetyouth.org.uk

Closing date noon on the 17th November 2006.

Dear Candidate,

Thank you for applying for a post with us. If you fancy a job that is both rewarding and always changing, then we hope that you will find us fun and interesting, and a great team to join.

In addition to the Job Description and Notes about the Charity enclosed, we are offering a number of open days so you can come in and have a look at us (if you want), or if you prefer just give us a ring and ask us any questions you have.

The closing date for application forms is noon on Friday 17th November 2006 and interviews will take place on Friday 24th November.

Short listed candidates will be telephoned on Monday 20th November so please give a phone number for both day and evening that you can be reached on.

Looking forward to meeting you,
Scott McMillan.
C.E.O.

Open day times - Just ring and book an available half/hour slot

Tuesday	31 st October	between 9.30 am and 4.30pm
Tuesday	7 th November	between 9.30 am and 4.30 pm
Tuesday	14 th November	between 9.30 am and 4.30 pm

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General Notes: The Charity

General Notes for Potential Applicants for the Current Vacancies with Somerset Youth Volunteering Network

History

The charity was set up 9 years ago with the agenda of supporting all young people to take an active role in volunteering, community action and citizenship. Initially we worked only in Mendip but during 1999 we extended to cover all of Somerset.

Currently we support around 1400 young people a year with around 700 active volunteers being supported at any one time.

Unlike a lot of projects that see young people as clients, we see them as partners and bosses to the point where the charity's constitution states that 51% of our board of trustees must be under 25 at all times. Over the last few years, we have developed a number of projects that have won us regional and national recognition for dynamic and cutting edge work with young volunteers. These have been in areas such as mentoring, young trustees and youth led projects.

Staff team

Currently we have 15 staff 5 full time and 10 part-time. The current vacancies are the result of one member of staff moving on to new things and new money

Current situation

The charity has grown rapidly and is currently going through a stage of demand, outstripping opportunities with some of our projects expected to have a six month waiting list just to join by Christmas. Over the next 2 years we expect to expand our services to young people. This is in line with national agendas With this in mind we expect to continue to develop an holistic approach to the support of Somerset's young volunteers over the next few years

We support around 1400 young people a year to take part in volunteering as diverse as one off conservation days, through to full time CAB Advice Workers. Around 700 of these young people take on a long term commitment to their volunteering and for these young people we support them through two accreditation and support systems.

1. Millennium Volunteering - an hour based system giving nationally recognized awards. Based on an individuals commitment to volunteering during the year, with awards being given for 100 hours volunteering and 200 hours volunteering.
2. Youth 4 Youth - a mentoring programme, where established young volunteers take on the role of supporting new young volunteers in different projects across the county.

A key element of the charity is to engage with young people and 'sell' volunteering to them when they sign up and then support them to get the most out of their volunteering. This will include visiting each volunteer at least every six weeks to check on their progress and check with them what help and support SYVN can give them.

All roles at SYVN will be complementary to this work.

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One of the largest time-consuming parts of all the jobs in SYVN is paperwork. Every young person has their own file which holds information on every time they have been seen, talked to or written to as well as information about their needs and aspirations. This information helps us monitor the quality of our work and gives a full accreditation trail so that we can issue awards and certificates as they become appropriate to the individual. This is run through the use of key workers who are responsible for monitoring all their young people as well as logging all contacts with other young people involved with the charity.

Additional information

- All posts are based at our Glastonbury office.
- The worker will be expected to work all over Somerset.
- Due to access to young people posts are subject to Criminal Records Bureau enhanced checks, a satisfactory probationary period and work history checks including references.
- Own reliable car is a necessity of the job for which a mileage rate is paid. Though not a regular occurrence, there will also be times when you will be needed to help get volunteers to and from events in your own car
- A full driving license will be required.
- As we work directly with young people, when and where they volunteer, this post will include extensive evening and weekend work, every week.
- No overtime is available but a time off in lieu system is run within the charity.
- Each year SYVN runs a number of residential or away day activities for which staff are paid 7.5 hours a day (though will work a lot more). In recompense for this staff are paid an additional 2% in their standard pay as included above to make up for the usual 5 to 7 days a year that this affects normal duties.
- One of the underpinning philosophies of SYVN is that young people control/shape as much of the work of the charity as possible. Therefore, another key element in this post is supporting the involvement of volunteers themselves in shaping and designing their own events and programmes.
- Possibility of job share or part time applications will be considered. If taking up this option you will need to state clearly on your application form the hours and days of the week you can and can't work and those you could work occasionally if given 2 weeks notice.

Key things that we are looking for to short-list for these posts:

1. Relevant paid or voluntary experience and/or qualifications to show an ability to carry out the job.
2. Personal experiences of volunteering or community action.
3. A commitment to empowering young people to reach their potential.
4. Competency in keeping appropriate records.
5. A good sense of humour and a willingness to get stuck in.
6. A clean and legible application form that gives us a clear understanding about who you are.
7. Optional: Up to 4 x A4 pages may be attached to the application form
8. Applications not submitted on a SYVN form will not be considered.

We expect that the work of SYVN is different and innovative and therefore, we expect that sometimes we will need to train and induct the successful candidate into the way we work. Therefore we will consider someone who has the relevant building blocks to fill the post and the commitment to make it happen.

All posts will need individuals with a highly flexible approach to their roles and responsibilities, as they will be expected to 'pitch in' with all aspects of the work undertaken by SYVN as and when needed.

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Additional:

Staff Medical Insurance- A Brief Outline:

Since the beginning of this year, Somerset Youth Volunteering Network, as part of our commitment to our staff, has been offering basic health insurance through Westfield Health and their 'Foresight' programme.

Each member of staff (on completing their first 3 months in post) is offered the cover for free.

Unfortunately you will be expected to pay the tax on the cover as the Inland Revenue see it in the same light as a company car (sorry).

Though we have yet to have a full year we expect the bill to be about £20 to £30 per employee per year.

When you have joined, each year you will get:

Dental work each year:	£180
Optical:	£180
Therapy treatments:	£500
Physiotherapy	
Acupuncture	
Osteopathy	
Chiropractic	

Consultation fees:	£600
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Each of the totals can be for one visit to the dentist, for example, or split across many visits during the year (each year you get a new budget).

Also if required, you get access to private MRI, CT and PET Scans and a 24/7 advice and counselling phone line.

The programme is confidential and though the charity pays for it only the individual members of staff and Westfield ever know if people use it.

This is only a very rough description of the scheme. For more please visit their website at: www.westfieldhealth.com or call them on: 0117 932 7033