



## **Youthwork Development Officer – maternity cover**

*Initially this post will be for a fixed term providing maternity cover*

*This post is available full-time (37½ hrs/wk) or part-time (min of 22½ hrs/wk).*

Based at Stoneleigh Park, Nr Kenilworth, Warwickshire  
Salary is expected to be circa £23,900 – qualified (full time equivalent)  
Closing date for applications; 12 noon, Monday 12<sup>th</sup> September 2016

The National Federation of Young Farmers' Clubs (England & Wales) [NFYFC] is one of the largest rural youth organisations in the UK. The organisation provides opportunities for personal development of its members through training programmes, competitions, skills certificates and overseas travel. This is a democratic membership organisation of over 23,600 members in more than 625 Young Farmers' Clubs in England & Wales which are grouped in 48 County Federations.

The National Federation of Young Farmers' Clubs supports the Clubs and County Federations achieve the charity objectives through a range of programmes and training underpinned by youth work principles. Programmes of work are designed to offer opportunities for participation, learning, fun and personal development to YFC members aged 10 to 26 years and to those supporting them in their roles across England and Wales.

***The NFYFC is seeking an experienced and motivated Youthwork Development Officer who can drive and further develop the youthwork and youth policies of the organisation.***

***This post is to provide maternity cover and will therefore be for a fixed term in the first instant.***

***Applicants should have a talent of managing relationships, whilst being able to develop and nurture the skills and confidence of volunteers and YFC members.***

Candidates will have good interpersonal skills, the ability to establish positive relationships with young people, youth leaders and supporters. They should be passionate about working with people and in particular the needs of young people as well as being flexible in their approach with a broad range of stakeholders.

In addition candidates will be experienced in:-

- The youthwork profession and in developing/reviewing youthwork policies.
- Implementing, supporting and training on Safeguarding policy and practice.
- Devising support material and training sessions.
- Championing the needs and well being of young people and adults at risk.
- Working with volunteers/supporters.

The successful candidate will work well as part of a team and show enthusiasm with a creative approach to their work.

The post is available full-time (37½ hrs/wk) or part-time (min. of 22½ hrs/wk) and is based at the NFYFC Office, Stoneleigh Park, Nr Kenilworth, Warwickshire, although travel throughout England and Wales will be occasionally required.

As a youth organisation the NFYFC is committed to the safeguarding of young people and adults at risk. All posts are subject to Safe Recruiting Procedures, which may include a DBS check at enhanced level, with barred list checks.

Instructions to applicants:-

1. All applications to be submitted on NFYFC's application form and must be accompanied by a supporting email/letter.
2. Please state if full-time or part-time (number of hours per week) is being applied for in the supporting email/letter.
3. Closing date for completed applications is 12 noon on 12<sup>th</sup> September 2016
4. Completed applications should be sent to [Recruitment@nfyfc.org.uk](mailto:Recruitment@nfyfc.org.uk)

OR

Sandra Bromley (*marked Private & Confidential*)

PA to the Chief Officer

National Federation of Young Farmers' Clubs

YFC Centre, 10<sup>th</sup> Street

Stoneleigh Park

Kenilworth

Warwickshire CV8 2LG

5. Interviews to be held week commencing Monday 19th September 2016 at (or close to) the NFYFC Office, Stoneleigh Park, Nr Kenilworth, Warwickshire.



## **Job Description**

<b>Job Title:</b>	<b>Youth Development Officer – <i>maternity cover</i></b>
<b>Purpose of the post:</b>	To support the planning, delivery and monitoring of the NFYFC youthwork programmes and to help shape and deliver development programmes for the whole organisation.
<b>Responsible to:</b>	Development & Training Manager.
<b>Responsible for:</b>	YFC member volunteers.
<b>Hours of work:</b>	<p>This post is available full-time (37½ hrs/wk) although part-time working (min. of 22½ hrs/wk) will be considered.</p> <p>Some work will be required in what are normally described as leisure hours. The post-holder must be willing to work occasional weekends and evenings and to travel to other locations as necessary.</p> <p>Time off in lieu policy is operated by the NFYFC.</p>
<b>Place of work:</b>	YFC Centre, Stoneleigh Park and/or any other place of business of the Federation as required.

### **1. Introduction**

- 1.1. This post is to provide maternity cover and will therefore be for a fixed term in the first instant.
- 1.2. This role will contribute to the development of the organisations' youthwork outputs and the management of the Safeguarding functions.
- 1.3. The Youthwork Development Officer is joining a team of YFC members, the Board and NFYFC staff - all are passionate about the aims of the organisation. A team player is essential.

### **2. Responsibilities of the role**

- 2.1. Using youthwork principals to support, promote and monitor a range of services designed to maintain NFYFCs membership profile. This to include work with County YFCs to identify and disseminate good practice.
- 2.2. To contribute to the development of the NFYFCs youthwork policies & procedures. A key policy to support will be the safeguarding policy.
- 2.3. Undertake the development of specific youthwork projects.
- 2.4. To work with colleagues in preparing and reviewing relevant NFYFC policy documents, advisory information and papers for consultation with stakeholders. This will include written communication, information for the NFYFC Board, website, newsletters and guidance notes.
- 2.5. To work with colleagues at NFYFC Office and in County Offices to promote good youth work practice.
- 2.6. Together with the colleagues facilitate conferences/workshops to support training in the implementation of NFYFC policies.
  - 2.6.1. These include:-
    - 2.6.1.1. County Staff and Fieldworker conferences
    - 2.6.1.2. County Chair's conference
    - 2.6.1.3. Skills workshops
    - 2.6.1.4. Q&A sessions



- 2.7. To facilitate the work of the Youth Forum Steering Group – this may include preparing the Agenda and taking Minutes of meetings in consultation with the Chair.
- 2.8. To work with NFYFC staff to ensure that our programmes promote learning outcomes and are evaluated and revised accordingly.
- 2.9. To keep abreast of changes in youthwork practice and ensure that NFYFC is striving to achieve best practice.
- 2.10. To assist maintaining *The Source* (YFC Club resource pack), *The Curve Training* library and other resource material.
- 2.11. To attend YFC Area (regional) meetings as and when necessary.
- 2.12. To undertake any other duties commensurate with the level of this post as requested by the line manager and/or Chief Officer.

3. **The person**

- 3.1. Good leadership and interpersonal skills, with the ability to establish positive relationships with diverse groups of people
- 3.2. Passionate about working with people.
- 3.3. A practical and flexible approach to work.
- 3.4. A supportive attitude towards health and wellbeing, and achievement.
- 3.5. Ability to remain calm during difficult situations.
- 3.6. Experience of, and appropriate confidence to deal with demanding situations in a professional manner
- 3.7. Ability to treat individuals with respect, tact and sensitivity whilst being aware of the limits required by confidentiality and necessary boundaries.
- 3.8. Excellent communication and time management skills.
- 3.9. Experience of coaching or counselling of individuals.

4. **Qualifications:**

- 4.1. Nationally recognised youth work qualification (Level 3 Diploma or higher) e.g. Level 3 or 5 Diploma for the Children & Young People's Workforce, Degree in Social Work, Diploma in Youth & Community Work or equivalent.
- OR
- 4.2. Working towards qualification (applications from candidates working towards a qualification **will be** considered).
  - 4.3. Safeguarding Level 2 qualification (desirable).
  - 4.4. An understanding of learning difficulties such as dyslexia, dyspraxia and wider autistic spectrum (desirable).

5. **Health & Safety**

- 5.1. There is a general responsibility for all employees to act sensibly and reasonably and consider the health, safety and wellbeing of themselves and those around them at all times. Due regard must be given to the European Working Time Directive.

6. **Diversity**

- 6.1. All staff through personal example, open commitment and clear action, should ensure that diversity is positively valued.



## 7. Evidence of permission to work in the UK

- 7.1. Under the Asylum & Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. If you are selected for interview, and require a work permit, we will ask you to provide documentation to prove you are entitled to work in the UK.

## 8. Data Protection

- 8.1. The National Federation of Young Farmers' Clubs has adopted the guidance set out in the Employment Practices Data Protection Codes and has a policy to destroy unsuccessful applications within 12 months of the recruitment decision having been made.

## 9. Disclosure and Barring Service ( DBS ) checks (formerly CRB checks)

- 9.1. As a youth organisation the NFYFC is committed to the safeguarding of young people and adults at risk. All posts are subject to Safe Recruiting Procedures, which may include a DBS check at enhanced level. Posts identified as being *Positions of Responsibility* under the Safeguarding Policy, cannot be confirmed until the outcomes of this DBS check have been reviewed. The NFYFC will comply with new legislation as introduced by Government.
- 9.2. **This post is identified as a *Position of Responsibility* and the successful applicant will be subject to a DBS check at enhanced level.**

## 10. Salary range

- 10.1. This post is graded point 27 to 30 on the NJC pay scales for a qualified youthworker – full time equivalent. (Point 27 currently is £23,935 per annum).

## 11. Pension

- 11.1. The NFYFC offers a pension scheme to all employees and full details will be given to the successful candidate.
- 11.2. In summary, the Federation will pay 6% of salary into a group pension plan, dependent on the employee contributing a minimum of 2% of salary to the plan. Employees may opt out of the Group Pension Plan. When opting out of the plan, no Employer contribution will be made.

## 12. Annual leave

- 12.1. For full time contracts twenty eight (28) days annual leave per annum (including public holidays) rising by 1 day (or part thereof for part-time posts) for each completed year of service, to a maximum of 33 days after 5 years service.

## 13. Probationary period

- 13.1. The probation period for this post is 6 months. The NFYFC reserves the right to extend this period.

## 14. Transport

- 14.1. Public transport links to Stoneleigh Park is limited; therefore access to a vehicle is essential. The successful applicant should be prepared to use their own vehicle in connection with their work for which a mileage allowance can be claimed.

## 15. Contract of employment

- 15.1. A contract of employment will be issued.

JCE  
FINAL  
19 Aug 2016

# National Federation of Young Farmers' Clubs

## Person Specification ~ Youthwork Development Officer – maternity cover

Initially this post will be for a fixed term providing maternity cover

This post is available full-time (37½ hrs/wk) or part-time (min of 22½ hrs/wk).

Criteria	ESSENTIAL ✓ where relevant	DESIRABLE ✓ where relevant	Where assessed?
<b>Experience:</b>			
1. Experienced youthworker	✓		Application & Interview
2. Experience of developing & implementing youthwork policy	✓		Application & Interview
3. Experience of developing & implementing a safeguarding policy	✓		Application & Interview
4. Experience of devising support material and associated training		✓	Application & Interview
5. Experienced in championing the needs of young people including coaching and counselling	✓		Application & Interview
6. Experience of working with volunteers and committees work (taking minutes, producing agenda's and associated papers)		✓	Application & Interview
<b>Qualifications:</b>			
7. A good standard of general education	✓		Application
8. Nationally recognised youth work qualification (Level 3 Diploma or higher)	✓		Application
9. OR, Working towards recognised qualification			
10. Safeguarding level 2		✓	Application
11. Understanding learning difficulties		✓	Application & Interview
<b>Skills &amp; Abilities:</b>			
12. Fluent and skilled in the use of IT	✓		Application & interview
13. Ability to work as part of a team with a practical & flexible approach	✓		Interview
14. Excellent communication and time management skills – leadership & interpersonal skills	✓		Application & interview
15. Ability to remain calm during challenging situations	✓		Interview
16. The ability to use tact, diplomacy & sensitivity	✓		Interview
17. Ability to work using your own initiative	✓		Interview
18. Ability to work under pressure and meet deadlines	✓		Interview
19. Flexibility in accepting various types of work as the post requires	✓		Application & Interview
<b>Knowledge:</b>			
20. Knowledge of IT software programmes (MS Office)	✓		Application & interview
21. A clear understanding of the importance of confidentiality and of acceptable boundaries	✓		Application & interview
22. An understanding of the issues facing young people living and working in rural England and Wales		✓	Interview
23. Knowledge of the Young Farmers organisation		✓	Interview
<b>Personal:</b>			
24. Confidence to deal with demanding situations	✓		
25. Supportive attitude towards health & well being	✓		Interview
26. Access to vehicle to travel to and from work as the post is located in a rural location	✓		Application
27. An outgoing and confident personality. Excellent people skills	✓		Interview

JCE  
FINAL  
19 Aug 2016

