



Aveley Village Community Forum Ltd

Working Hand In Hand with Our Village

www.aveleycf.org.uk



LOTTERY FUNDED

PROJECT BACKGROUND

Aveley Village Community Forum was originally set up by Thurrock Council to give local people more say in their communities. These forums, with the exception of South Ockendon Community Forum, were informal groups operating under a constitution.

In 2001 Aveley's Adult Education and Youth Centre was closed down to make way for housing development. Since then there has been no centre for youth work and only a minimal Youth Service presence in the Village.

After many years of trying to set up facilities in Aveley, the Forum felt it needed to develop a stronger and more powerful voice in its relationships with other organisations. To bring this about the Forum decided to take on a professional community development worker and fundraiser.

This has resulted in AVCF becoming a Company Limited by Guarantee and a Registered Charity. It has also seen us present a bid to the Big Lottery Reaching Communities Fund that culminated in a grant for nearly £500,000 over four years.

This grant will allow us to take over a local building which will become the Youth and Community Centre. The proposed building will allow us to have a dedicated Youth Centre and a dedicated Community Centre with additional shared space.

This building will provide the base for our activities and programmes. It will be staffed by a Project Manager (already in post), a senior Youth Worker and three part time youth support workers supported by local volunteers. The building we are looking at needs some refurbishment and fitting out and the successful applicant will initially be working with young people to set up the Youth Centre.

We have four main project objectives (below) that will not only support our young people but will also give all parts of the community to mix and share in the work.

1.	840 residents Increase their skills and abilities of residents by attending training days such as food handling, First Aid, IT, literacy & numeracy and volunteering by the end of the project
2.	600 young people Improve social, education and work related skills and abilities by attending youth specific development training by the end of the project.
3.	2,000 people are assisted to take more control over their lives, by being given access to advice, information and via the community centre and taking part in building a stronger community, by the end of the project
4.	680 local people have healthier life styles by improving and increasing their use of outdoor environment for leisure and sport and attending training events by the end of the project.



Aveley Village Community Forum Ltd

Working Hand In Hand with Our Village

www.aveleycf.org.uk



LOTTERY FUNDED

Have you ever wanted to run your own show? Have you ever wanted to run your own team, plan and design your own programmes? Have you ever wanted to run and set up your own Youth Centre from the very first day? Are you Energetic? Creative? Caring? Giving?

Then we might just have the job for you.

Aveley Village Community Forum has just won a Big Lottery Reaching Communities Grant to set up a Youth and Community Centre in Aveley. This Centre will be a base that provides young people with the opportunities to develop and grow; be that Information, Advice and Guidance, Training and Educational Opportunities, Mentoring or just a place where they can hang out in safety.

Our work with young people will also be delivered outside in the Village Community. This will include Detached Work; working with the Thurrock Youth and Connexions team, working with School based workers through to School Holiday Projects, outdoor events, targeted support and beyond. This will require working flexible hours including some evenings and weekends.

This is an exciting and challenging project for the right person to join us and help design and set up the Youth Centre, to run their own team of Youth Support Workers and have a major influence on the way the young people of our village are helped to meet their needs and aspirations

We are currently looking for a Full Time Youth & Community Worker to join our team and develop the work at the Aveley Youth and Community Centre and in the Village

You can download a Job Application Pack from our website. For more information or if you do not have Internet access please call Ray Munro-Crump on 01277 234892

We will also be looking for 3 part-time Youth Support Workers early next year. If you would like to be notified, please let us know.

A Criminal Records Bureau (CRB) Disclosure at Enhanced level will be required for this post.

Aveley Village Community Forum is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. We are also committed to equal opportunities and welcome applications from all sections of the community. Disabled people will be offered an interview where they meet all Essential Criteria on the Person Specification.

Salary	JNC 19 - 22 - £26,708 - £29,061 + fringe £732.00
Hours	37 hours per week
Closing Date	5 January 2010
Interview Date	4 February 2010

Aveley Village Community Forum Ltd

Job title: Youth & Community Development Worker

Supervising Officer Title: Project Manager

Grade: JNC Professional Range Points 19 - 22 £26,708 - £29,061 + fringe £732.00

1. Purpose of the Job

To deliver face to face youth and community work programmes to young people and residents of Aveley

To assist in the management and running of the Youth Centre

To plan and deliver relevant programmes to meet the identified needs of residents in the village as part of a co-ordinated team

To support the development of opportunities for young people's participation as part of the overall young people's engagement strategy

2. Main Responsibilities

To deliver detached and Youth Centre based youth work programmes

To develop and deliver activities and projects which meet the needs of the young people and residents of Aveley

To be responsible for monitoring and evaluating all projects and programmes that you are delivering

To adopt a flexible and innovative approach to contacting and building relations with young people and residents in a variety of settings

To ensure that positive links are developed with other organisations, groups and agencies within the neighbourhoods and communities where the programmes are taking place

3. Equalities and Diversity

Ensure that equalities and diversity is mainstreamed in your area of work

4. People Management

To manage a small team of youth support workers

To assist in the recruitment, selection, appraisal, training, development, welfare, discipline and motivation of part time staff in accordance with Aveley Village Community Forum Ltd policy

5. Team work

To work effectively in teams

To understand and value the benefits of teamwork and foster this

To be part of other teams; understand the different roles and responsibilities and ensure that you meet yours

6. Project Management

To deliver face to face work with young people and residents

To ensure that activities and services provided in the youth centre match the needs of the centre users

To ensure that all opportunities for accreditation of work programmes are actively endorsed

To work with colleagues from partner organisations

To be responsible for the effective and efficient management of any budgets associated with the post

To attend and contribute to all staff team meetings associated with the post

To keep up to date with current themes, information and research related to detached and community based work

To be responsible for monitoring and evaluating work

To manage projects to ensure that agreed outcomes are delivered on time, within budget, and to the expected standard

7. Customer care

Ensure that services are focussed on the targeted population sector

Actively seek the views of residents and staff

Assist in the development of services that are fair and accessible to all

8. General Clauses

Take responsibility for continuing self development and participate in training and development activities

Ensure compliance with appropriate legislation, Council policies, Financial Regulations and other requirements of the Aveley Village Community Forum Ltd and partner organisations

Comply with the competencies and standards agreed by the Council as relevant to the post

Ensure compliance with Aveley Village Community Forum Ltd's Equalities and Diversity Policies

Ensure compliance with Health & Safety legislation and Aveley Village Community Forum Ltd's Health & Safety Policies

Attend meetings and working groups as required

The above mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Project Manager within the grading level of the post and the competence of the postholder

Person Specification

Post Title	Youth and Community Development Worker	Grade	JNC 19-22
------------	---	-------	------------------

Attributes	Minimum Criteria	Method of Assessment	Desirable Criteria	Method of Assessment
Experience	<p>Experience of working with groups of people in a detached setting.</p> <p>Experience of working with young people</p> <p>Regular (i.e. weekly) involvement in delivery on a variety of youth services for young people and/or activities with a variety of target groups.</p> <p>Experience of organising and planning activities</p> <p>Experience in organising, motivating and developing staff</p>	Application form & Interview	<p>Currently working as a youth worker/detached worker or community development worker</p> <p>Experience of working with disabled people</p> <p>Experience in working with a wide range of community sectors</p> <p>Experience of working in club, school & community settings.</p>	Application form & Interview
Education, Training, Qualifications	JNC recognised Youth and Community Work qualification (willing to work towards a recognised degree)	Application form & Interview	<p>Degree in Youth and Community Services or similar</p> <p>First Aid Qualification</p> <p>Child protection</p>	Application form and certificates

Relationships	<p>Ability to work as part of a team and on your own.</p> <p>Ability to work with the general public.</p> <p>Ability to work with challenging people at all levels and abilities.</p>	Application form & Interview		
Equalities and Diversity	<p>Show respect for all individuals regardless of their culture, ethnic origin, gender, sexual orientation, age or abilities.</p> <p>Demonstrate knowledge of barriers to participation and how to break them down.</p> <p>An ability to demonstrate an understanding of why equal opportunities, fair play and customer care are important in employment and service delivery.</p>	Interview		Application form & Interview
Skills	<p>A working and practical knowledge of youth and community work especially detached work and activities.</p> <p>Experience of working in a youth centre environment</p> <p>Knowledge of the importance and benefits of detached youth work and how it links with building based youth work</p> <p>Knowledge of the importance and benefits of community work and how it links with developing sustainable communities</p> <p>Ability to engage people on the street, convey information in a clear and effective manner to,</p>	Application form & Interview		Application form & Interview

	<p>young people residents and colleagues.</p> <p>Willingness to improve knowledge and skills in all areas of work activities.</p> <p>Ability to work as part of a team and accept appropriate direction.</p> <p>An ability to maintain records, maintain confidentiality and work within time constraints.</p> <p>Able to demonstrate a creative approach to the role.</p> <p>Knowledge of relevant health and safety issues surrounding detached youth work.</p>			
Management Skills	<p>Ability to manage and develop detached work activity programmes.</p> <p>Ability to manage a small team of workers and volunteers</p>	Application form & Interview		Application form & Interview
Any additional factors	<p>Ability and willingness to work evenings and weekends with challenging people</p> <p>Self motivated and committed to continuous service, self improvements and continuous training.</p> <p>Honest and trustworthy .Professional appearance. Reliable and punctual.</p>	Application form & Interview		Application form & Interview

Please note, if you are disabled or have an impairment it will only be necessary to meet the essential criteria for short listing purposes

Policies

Aveley Village Community Forum

POLICY GUIDELINES

CHILD & VULNERABLE PEOPLE PROTECTION POLICY

Applies To:

Trustees, employees, volunteers and all users of premises

AVCF recognise that children and some adults are vulnerable and will endeavour to ensure that in all Forum activities due regard is given to the child protection guidelines as stated in the Southend, Essex and Thurrock Procedures (SET Procedures).

We shall interview all applicants for work, whether paid or unpaid, require at least one reference, and follow up such references. Explanations will be sought from applicants with gaps in their employment history or who have moved rapidly from one job to another.

All trustees, employees and volunteers will be required to complete Declaration of Offences form and it will be made clear that the staff position is exempt from the provisions of the Rehabilitation of Offenders Act 1974. All employees and volunteers will be police checked with the Criminal Records Bureau.

All staff appointments will be subject to a probationary period and will not be confirmed unless the Trustees are confident the applicant poses no risk to children. Staff appointments will be subject to regular reviews and appraisals.

Training for staff and volunteers on child protection issues is essential and will be an on-going programme.

Adults will not be left alone for long periods with individual children or small groups. The layout of The Forum premises, and other premises used for Forum business, will permit constant supervision of all children.

If abuse is disclosed or suspected the relevant authorities must be contacted and the Trustees informed immediately.

All member organisations of AVCF will be asked to submit a Child/Vulnerable People Protection statement/policy with their application form. Support will be provided by the Community Development Workers where necessary to obtain this document. ACTION

EQUAL OPPORTUNITIES

Applies To:

Trustees, employees, volunteers and users of the building

Aim of the Policy and Statement of Intent

AVCF recognises that power in society is not held equally by all, and that discrimination, either directly or indirectly, is experienced on many grounds including:

- Race and ethnicity
- Sexuality
- Political beliefs
- Health status
- Gender
- Age
- Disability
- Religion
- Employment status
- Education
- Marital status
- Class
- Caring
- Nationality

Direct or indirect discrimination on the basis of prejudice is deemed unacceptable. This policy commits the organisation and those associated with it to work towards eliminating the prejudices that lead to discrimination and to promote positive change.

Hence, discriminatory behaviour/remarks are totally unacceptable within the work of AVCF. The response will aim to be sensitive to the feelings of the victim(s) and to help those responsible to understand and overcome their prejudices.

Scope of the Policy

The policy covers all the activities of the Organisation, including the services we provide as well as the promotion, publicity, management and direction of these services.

Monitoring of the Policy

An annual review and updates where necessary will take place. Ongoing monitoring will be implemented in relation to users, recruitment and management of the Project.

Specific Objectives of the Policy

- To ensure the recruitment process and selection of workers and others to the organisation promotes equal opportunities ensuring appointments are made solely on ability and skills to carry out the job.
- To ensure the promotion and access of the organisations services to the whole community, through diverse publicity and the development of appropriate delivery points and environment.
- To ensure all workers within the Project are treated fairly and offered equal access to appropriate new opportunities and development.
- To deliver appropriate training to strengthen the understanding and practice around equal opportunities of those involved in the organisation.
- To provide the mechanism through the organisations Grievance Procedure for anyone who feels they have been unfairly treated under this policy.

Indicators of the Policy

The annual review of this policy should include details of progress towards:

- A workforce that reflects the community.
- User profiles that reflect the community.

HEALTH & SAFETY

Applies To:

Trustees, employees, volunteers and users of the building

Statement of General Policy

AVCF recognises and accepts its statutory obligation to comply with all relevant Health and Safety legislation and will ensure as far as is reasonably practicable, that all of its activities are conducted without risks to the health and safety of employees, volunteers and users.

AVCF will pay particular attention to meeting its general duty to provide and maintain:

- Plant systems of work that are safe and without risks.
- Arrangements for ensuring the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Sufficient information, instruction, training and supervision to ensure the health and safety at work of employees; and to enable employees to make a positive contribution to the 'health and safety culture' of the organisation.
- A place of work without risks to health and safety, for employees, volunteers and users and others and with safe exits and pathways.
- A working environment that is safe and without risks to health.
- Suitable and sufficient assessments of risks to health.
- Suitable and sufficient assessments to health and safety.
- Consultation with employees and volunteers and representatives over matters of health and safety. A system to properly select and manage contractors.
- Adequate arrangements and facilities for welfare.

AVCF regards health and safety as important as its other aims with The Forum Management being responsible for the implementation of the overall Health and Safety Policy.

AVCF will nominate one or more competent persons to provide health and safety advice and assistance.

Everyone working for AVCF has a duty to co-operate in the operation of this policy by:

- Taking care of their own health and safety, and that of others, who may be affected by what they do or neglect to do
- Co-operating with AVCF to allow it to comply with any legal duty or requirement placed on it, or another person
- Ensuring regular bi-annual Risk Assessments are undertaken on both equipment and personnel evacuation procedures.

Disciplinary action will be considered wherever there is a breach of health and safety policy or safe working practices.

Individual Policy Guidelines will be progressively issued to cover the specific activities of AVCF.

A copy of this statement will be brought to the attention of all employees, trustees, volunteers and users of the building

Disclosure of Criminal Convictions

Applies To:

Trustees, employees and volunteers

Persons seeking employment, whether paid or unpaid, in a capacity which provides the opportunity for access to children, young people and/or vulnerable adults, Applicants must disclose – at the time of application – all criminal convictions, bind-overs or cautions, including any that may be 'spent', under the Rehabilitation of Offenders Act 1974. Because of the nature of the work, these positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

In the event of employment failure to disclose any such convictions, bind-overs or cautions, including any that may be 'spent' could result in dismissal or disciplinary action by the Aveley Village Community Forum Project Management Committee. It is particularly important therefore that all applicants are given a copy of the Disclosure Process and asked read carefully the information given.

The Disclosure Process

Please enclose full details and dates of all criminal convictions, bind-overs or cautions, including any that may be 'spent' in an email to the Recruitment Team.

If offered the post you will be required to give your consent to the AVCF to undertake an Enhanced Criminal Records Bureau Disclosure to identify whether there exists any record, criminal conviction, partial or full debarring or restriction from working with children, young people and/or vulnerable adults.

The post that you are applying for requires an Enhanced Disclosure of any criminal convictions you may have. Information is obtained from the Criminal Records Bureau (CRB). This decision has been taken because the post will require its holder to have unsupervised access to children and/or vulnerable adults. This means that you will need to disclose all your convictions (both 'spent' and 'unspent' as defined in the Rehabilitation of Offenders Act 1974) as well as any pending prosecutions. If you are unsure about whether you will be considered to have a criminal record, or need independent advice/guidance about your record, please call NACRO's free phone helpline on 0800 0181 259 (NACRO is an independent charity who support ex-offenders build a better future for themselves.) If there is anything you need to disclose then you will need to send it to Rev Alan Field, Chair of Trustees at chair@aveleycf.org.uk where it will be considered in confidence.

The Enhanced Disclosure will allow AVCF to check your criminal record (which includes cautions), including any convictions that may be considered 'spent' under the Rehabilitation of Offenders Act 1974. AVCFI will be sent a document that gives a complete list of all your convictions; they will then check it against the list that you have given on the Recruitment Monitoring Form. You will also be sent a copy of the document to your home address.

Having a criminal conviction will not necessarily mean that you are not appointed to the post. The policy gives more details about the legislation and terminology as well as why it is necessary to check criminal records, whose records are checked, how information is stored, and how the decision is made to employ or not to employ someone with a criminal record.