



YOUTH WORKER APPLICATION PACK

We are looking for experienced and passionate youth workers to help us develop our ever growing project. We have the equivalent of 3 full time positions available.

Depending on suitability and availability of applicants we are looking to offer contracts of varying hours from 6 hours a week up to 36 hours a week (full time). We are a real living wage employer and salary will be dependant on qualifications, skills and experience.

Pay scale pro rata: £23,587 - £26,208.

We currently have the first years funding secured for these posts from the Youth Investment Fund. Further funding will be sought for successive years.

JOB TITLE:

Youth Worker

REPORTING TO:

Project Manager

MAIN LOCATION:

HAFWAY Hub,
Halliwell Road, Bolton

HOURLY RATE:

From £12.60

HOLIDAYS:

28 days inc. bank holidays (pro rata)

HOURS:

Various contracts available

ABOUT HAFWAY

HAFWAY was established in 1998 by a group of church leaders in response to a need for youth work provision in the area of Halliwell. With over 500 young people currently accessing the provision of HAFWAY each year it has become a vital resource for young people within the community. HAFWAY continues to carry a Christian ethos through our values of:

Acceptance ~ Compassion ~ Encouragement ~ Faithfulness ~ Forgiveness ~ Friendship ~ Fun ~ Generosity ~ Honesty ~ Integrity ~ Love ~ Respect ~ Service ~ Trust.

HAFWAY exists to help young people raise their aspirations, overcome their limitations and thrive despite the disadvantages that they face. According to our young people we are more than just a youth project, we are a family where all young people are welcome and included, no matter what. We run a wide range of projects and sessions as well as a focussed mentoring programme whilst offering a free hot cooked meal 3 nights a week. Our aim is to help young people know that they belong, help them believe in themselves and support them to become all that they can be.

In 2023 we were awarded funding from the Youth Investment Fund to renovate and refurbish our building into a bespoke youth facility. The HAFWAY Hub is due to re-open in spring 2025 and will enable us to expand our provision to young people. We currently have 2 full time and 2 part time staff members and we are really excited to expand our team.

ABOUT THE ROLE

We are looking for enthusiastic, experienced and skilled individuals to become part of our youth work team to help us facilitate a wide range of sessions and activities with our young people.

To expand our current offer we are ideally looking for youth workers who are able to bring additional skills. The main areas we are looking to develop are: the Duke of Edinburgh Award, Sports and Fitness, Cooking, Schools Work, Homework Support, Music, Arts & Crafts and Mentoring. We are not looking for a superhero - any one of these skills would be welcomed.

The role will involve working face to face with 8-19 year olds and will predominantly be out of school hours (evenings and weekends). Take a look at our social media to get a better glimpse of our work in action (see links at end of this pack).

WHAT WILL I BE DOING

- Working directly with young people to plan, lead and deliver sessions and activities that reflect the needs of the young people.
- Supporting the development of young people's skills by working towards our Passport to Life outcomes.
- Confidently managing and establishing positive relationships with groups of young people.
- Using our database system to record monitoring and evaluation data.
- Working with young people from a diverse range of ethnicities, backgrounds and needs.
- Effectively communicating at all levels, orally and in writing (with young people, staff, volunteers, parents etc).
- Working alongside other team members and providing guidance and support to young leaders and volunteers.
- Attending regular training and development sessions where required.
- Supporting the organisation and delivery of fundraising events with young people.
- Encouraging young people into volunteering opportunities.
- Attending team meetings as required.

WHAT ELSE WILL I NEED TO DO

- Be a positive role model for young people and present a positive "can do" attitude.
- Take personal responsibility for your own actions.
- Represent HAFWAY positively and effectively in all dealings with colleagues, community partners and the local community.
- Comply with all policies and procedures to ensure all activities are accessible.
- Be alert to and have understanding of issues of safeguarding and child protection and follow the safeguarding policies, procedures and practice (training to be provided).
- Be a team player looking for opportunities to help and support with no task too small or menial.
- Work collaboratively with other organisations in partnership working and joint ventures.



PERSON SPECIFICATION

Selection Criteria A = Application form I = Interview	Essential or Desirable	Method of Assessment
EXPERIENCE		
Experience of working with groups of YP aged 8-19	Essential	A & I
Experience of working with YP from diverse backgrounds and with challenging needs	Essential	A & I
Experience of team work and working alongside volunteers	Essential	A & I
Experience of working with neurodiverse young people	Desirable	A & I
Experience of co-ordinating trips and residentials	Desirable	A & I
Experience of supporting YP who are disaffected, underachieving and / or have social / emotional barriers to participation	Desirable	A & I
QUALIFICATIONS		
Youth Work level 3 or higher	Desirable	A
First Aid	Desirable	A
Driving Licence	Desirable	A
SKILLS		
Ability to engage and build positive relationships with all YP	Essential	A & I
Ability to develop good professional relationships with YP and adults	Essential	A & I
Ability to create opportunities for the development of life skills in YP	Essential	A & I
Ability to undertake dynamic risk assessments	Desirable	A & I
Good administrative skills, including ability to manage own time.	Essential	A & I
Ability to multi-task and manage competing priorities.	Desirable	A & I
Good standard of computer literacy	Essential	A & I

PERSON SPECIFICATION continued

Selection Criteria A = Application form I = Interview	Essential or Desirable	Method of Assessment
PERSONAL SKILLS		
Gracious and accepting of others regardless of faith, ethnicity, culture, socio-economic status, gender or background.	Essential	A & I
Honest, and with a high level of integrity.	Essential	A & I
Motivated, committed, and tenacious.	Essential	A & I
Efficient, takes initiative, and manages self effectively.	Essential	A & I
Experience of co-ordinating trips and residentials	Desirable	A & I
A good sense of humour	Essential	A & I
KNOWLEDGE		
Awareness and understanding of youth culture and current issues facing young people	Essential	A & I
Awareness and understanding of CSE and CCE, and how to best support young people at risk of and experiencing exploitation.	Essential	A & I
Awareness and understanding of specific issues faced by vulnerable young people.	Essential	A & I
Awareness and understanding of general safeguarding practices and procedures when working with young people.	Essential	A & I
SPECIAL REQUIREMENTS		
A willingness to work unsociable hours	Essential	A & I
A willingness to cover events, holidays and staff absence	Essential	A & I
Enhanced DBS clearance and commitment to safeguarding children and young people	Essential	A & I
Eligibility to work in the UK	Essential	A & I

APPLICATION PROCESS

Application form:

www.hafway.org/vacancies

How to apply:

Please complete the application form and return to hr@hafway.org

Closing date:

Friday 21st February 2025

Interview Date:

Saturday 1st March 2025

WHY JOIN OUR TEAM?

Pension Scheme

Learning and development opportunities

Living Wage Employer

Strong Partnership working

Award winning charity

Branded work wear

Caring, compassionate and fun loving team

For more information about HAFWAY please visit
our website and social media pages:

www.hafway.org / [Facebook - @hafway1](#) / [Insta - @hafway9](#)

HAFWAY Youth Project. The HAFWAY Hub, St. Paul's Parish Centre,
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