



# The Trust for Developing Communities

## Youth Worker

### Job Application Pack



#### The Trust for Developing Communities

Registered Address: Community Base, 113 Queens Road, Brighton, BN1 3XG

Company Limited by Guarantee Registration Number: 3939332 | Registered Charity Number: 1106623

Tel: 01273 234 769 | Email: [info@trustdevcom.org.uk](mailto:info@trustdevcom.org.uk) | Web: [www.trustdevcom.org.uk](http://www.trustdevcom.org.uk)

# Welcome Letter

Thank you for your interest in being a Youth Worker with TDC.

We are looking for several people to join our incredible team of Youth Workers at the Trust for Developing Communities (TDC).

For 20 years the TDC has been growing a style of youth work that puts young people at the heart of what we do and sees them achieve amazing things. If you are an energetic, approachable and thoughtful person who uses initiative and wants to have a real, positive impact on someone's teenage years then we'd like to hear from you.

The work will involve being out in evenings mostly (when teenagers are about) and supporting them in youth clubs, arts and sports projects or on the street where we go into their spaces to build relationships and transform lives.

This pack explains how to apply for the role, gives you more information about the job and about TDC.

Please get in touch with any questions and we look forward to hearing from you.

Athol Hallé,  
Chief Executive, The Trust for Developing Communities

## About TDC

TDC is a charity working with adults, young people and older people in Brighton and Hove since the year 2000.

**Our Vision** is for Brighton and Hove to become a city of equality, diversity and inclusion where our communities thrive.

**Our Mission** is to deliver community-led solutions.

## TDC Values

**Community** “Strong communities are the key to health and happiness!”

**Equality** “None of us can truly thrive whilst some of us are in poverty!”

**Diversity** “Our diversity is our strength!”

**Inclusion** “There is no ‘them and us’ only us!”

# Application Process

## To Apply

Please send your completed application form to [info@trustdevcom.org.uk](mailto:info@trustdevcom.org.uk) by **10am on Wednesday 12<sup>st</sup> January 2022**.

We really value lived experience, so feel free to share experiences from voluntary work and from your non-work life, as well as experiences from previous jobs

Rather than just formal work experience, we are also looking for your capabilities, as we are aware that not everyone has had the opportunities to grow their job experience in the same ways.

We will contact you that afternoon if we want you to come for an interview.

## Interviews

Relaxed and friendly 30–45-minute interviews will be held on **21<sup>st</sup> and 24<sup>th</sup> January 2022** between **9.00am and 1pm**.

Your interview will be at Community Base, 113 Queens Road Brighton, BN1 3XG

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If you would like to know more about this role, please contact:

Adam Muirhead, [adammuirhead@trustdevcom.org.uk](mailto:adammuirhead@trustdevcom.org.uk) or 01273 234 769

TDC is committed to achieving greater diversity in its Staff Team and welcomes applications from people any sex, gender, race, age, sexuality, belief, or disability.

Good luck!

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# Youth Worker Job Description

## Overview

**Job Title:** Youth Worker

**Hours:** 3 - 15 Hours per week (to be agreed on an individual basis)

**Contract:** Variable Hours contract to March 2022 with a possible extension subject to funding

**Salary Scale:** £20,903 - £22,183 per annum pro-rata (NJC Scale points 8 to 11) + 6% pension. This works out at an hourly rate of £10.86 - £11.53 per hour

**Holiday:** 12.07% of your hourly rate is paid in addition to your salary instead of having paid holiday.

**Location:** TDC's head office is at Community Base, 113 Queen's Road, Brighton.

**Reporting to:** Youth Manager

## Objective

To be responsible for delivering youth work, including activities for young people, ensuring that we create a safe and positive environment. Always working within TDC's policies, procedures and core values

## Principal Responsibilities

- Youth work delivery.** Work with the Youth Work Manager and Lead Youth Worker to prepare for and deliver youth work activities and sessions, in line with TDC's organisational strategy, policies and procedures and proactively embed TDC's core values throughout your work.
- Relationships.** Develop relationships with young people, their families, wider communities, local authorities, health, and other statutory agencies, community and voluntary organisations and others. Help young people build positive relationships with the wider community.
- Knowledge.** Become familiar with the cultures, existing activities, networks, agencies, resources and demographic breakdown of communities.
- Support and signposting.** Offer informal advice and support to young people when required, referring to specialist agencies whenever appropriate
- Administration.** Provide administrative support to the youth work team
- Impact.** Support monitoring and reporting on delivery outputs and outcomes to demonstrate impact to funders and progress against TDC's organisational strategy (including the use of Aspire database platform).
- Organisational Contribution.** Contribute to the ongoing development of TDC's strategy and operations, supporting TDC to deliver its mission most effectively.
- Coordination.** Work closely with colleagues to ensure TDC's varied workload combines effectively to enable maximum organisational impact.
- Ambassador.** Promote TDC's work appropriately.

## General

1. **Equal Opportunities.** To implement and promote TDC's Equality and Diversity Policy. A positive attitude towards equal opportunities and anti-discrimination practice should permeate all aspects of our work.
  2. **General.** To undertake all other reasonable tasks as requested by your Line Manager.
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# Person Specification

## Experience, Knowledge & Skills:

1. **Youth work.** Experience of youth related work in a community setting. An ability to communicate effectively with young people and build relationships with them, bringing a positive and enthusiastic approach to the work and to motivate others.
2. **Work planning.** Ability to work independently, whilst reporting to, and being responsible through, an organisational structure. Ability to deliver youth work sessions for TDC and partner agencies in accordance with plans.
3. **Recreational skills.** In arts, sports or other recreational activities.
4. **Participatory Approach.** Commitment to meeting the needs of young people whilst working in a community setting and helping young people identify their own needs and make their own decisions, including experience of engaging creatively and directly with community groups in a participatory manner.
5. **Teamwork.** Ability to work as a member of a team with a positive, lively, enthusiastic and flexible approach to the work.
6. **Values.** Demonstrable commitment to TDC's community development values and reflective practice.
7. **Equal opportunities.** Good understanding and commitment to equal opportunities and experience of working with diverse communities, cultures and faiths.
8. **Flexible working.** Ability to work evenings, occasional weekends, and in a variety of settings (on the streets, parks, community centres, young people's homes, etc.)
9. **Qualification** In youth or community work (*Desirable – not essential*)

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