

About us

“Giving you opportunities to smile, share and surprise those around you.”

We believe that everyone should have a **positive place** in their community so that the destructive cycles of loneliness, low self-confidence and lack of purpose can be broken.

Primetime at The Vine creates positive places where we are all safe, have fun, are genuinely cared for, good behaviour is modelled, and everyone has an opportunity to contribute and grow.

About Primetime Bradford:

Primetime Bradford is part of Primetime at The Vine, a Christian charity which also runs the Vintage Vines older peoples project and The Vine Community Centre in Laisterdyke, Bradford. We reach out to those most in need across our local community; many of the young people we support are acutely disadvantaged and live within the top 1% most deprived communities in the UK.

Our **Theory of Change** is simple, we believe that Young people are best placed to transform their lives and the lives of others, but to do so they must be: (a) **Inspired** to want to change, (b) **Empowered** with the opportunity to change and (c) **Equipped** with the skills required to make change.

We have delivered young people’s provision for over twenty years and have deep-rooted community support including a dedicated volunteer team. Primetime Bradford is ‘run by young people, for young people’. You can see our current timetable on our website: www.primetimebradford.com

We currently employ 6 Children & Young People’s Workers (4 full-time equivalent), each responsible to inspire, empower and equip more than 30 Young Leaders and our 45 project volunteers. In 2018, We worked with 313 Children and young people, providing over 800 hours of face-to-face delivery; thousands more were reached through our partnership holiday provisions and work in schools.



Job Description

Role Title: Children and Young Peoples Worker

Based at: The Vine Community Centre, Parsonage Road, Bradford, BD4 8PL (includes travelling to other local sites).

Commitment: 17.5 hours per week

Salary: £18,426 - £20,344 (pro-rata and dependent upon experience) plus Pension Contribution

Responsible to: Primetime Bradford Project Manager

Requirements:

You must;

- Agree to have full DBS check, which we will provide.
- Complete in full, an application form including within a confidential declaration form and two appropriate references.
- Attend an induction. This will include information from our policies and procedures including health and safety and safeguarding. Here you will also be given detailed information about the tasks you are able to undertake and to help decide what these will be.
- Understand that you must act professionally at all times.
- Follow all policies and procedures, making yourself aware of these and consider all elements at all time. You are also responsible to make your line manager aware if you feel that others are not following policies and procedures.
- Undertake relevant training when necessary.

Overall responsibility:

Helping children and young people reach their full potential and encourage them to contribute to society in order to build their own skills and employability. Encourage children to develop skills and confidence through fun activities. Supervise and empower volunteers in running sessions as well as leading sessions where required. HAVE FUN, be creative and think outside the box.

The Children and Young Peoples Worker will be required to possess appropriate IT skills in order that all activity plans are uploaded to our online staff portal and data from activities and sessions are updated onto our online organisation database on a regular basis.

The Children and Young Peoples Worker will also be required to assist the Primetime Bradford Project Manager in planning and maintaining the strategy for our Children's work and assisting in setting up new provisions over the next 2 years.

The role will also include:

- Recruiting and supporting volunteers, including young volunteers.
- Running several weekly drop-in clubs for a range of ages.
- Running arts-based activities, community/environmental projects, residential activities, outdoor education and sporting activities.
- Encourage inter-generational links, allowing young people to interact with older people through The Vine's Elderly Day Care Centre and other local projects.
- Assessing the needs of young people, and planning and delivering programs related to areas such as health, fitness, smoking, drugs, relationships and bullying.
- Undertaking administrative tasks, verifying information and responding to queries.
- Using a multi-agency approach; work with neighbourhood policing teams, council wardens, local charities, housing associations and local schools where possible.
- Assisting the Primetime Bradford Project Manager in writing small funding applications and reports.

Why We Want You:

Primetime at the Vine uses a model which uses a large team of both paid and volunteer staff.

We are continuously expanding both the amount of centre users and the projects we offer. We therefore require a growing team committed to seeing lives transformed.

We also want people to benefit from being able to use our resources and projects to build personal skills and competencies, have an adventure, and have fun!

Person specification

<p>SKILLS AND ABILITIES</p>	<p>Essential:</p> <ul style="list-style-type: none"> ○ A Child friendly attitude and able to engage appropriately with children and young people. ○ Clear and concise written and spoken communication skills ○ Ability to present written information in a structured and balanced way appropriate to the needs of the reader. ○ Proficient with Microsoft Word, Excel, Publisher, Teams and other appropriate online database software.
<p>EXPERIENCE</p>	<p>Essential:</p> <ul style="list-style-type: none"> ○ Working with children of varying ages. ○ Setting and maintaining a positive workplace culture. <p>Desirable:</p> <ul style="list-style-type: none"> ○ Experience of coordinating, supporting and empowering volunteers to reach their full potential.
<p>KNOWLEDGE</p>	<p>Essential:</p> <ul style="list-style-type: none"> ○ Knowledge of health and safety and child protection best practices. ○ Understanding the needs of young people. <p>Desirable:</p> <ul style="list-style-type: none"> ○ Children’s or Youth Work qualification.
<p>PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS</p>	<p>Essential:</p> <ul style="list-style-type: none"> ○ Willing to work unsocial hours. ○ Passionate about the difference that can be made to the lives of children and young people. ○ Be a good team worker demonstrating loyalty and commitment to the organisation and team members.