



Job Application Pack

Love to Learn Youth Worker

Included in this pack:

- Job Description
- Job Application Form
- Self-Declaration and Disclosure Form
- Equal Opportunities Monitoring Form

Returning your application

Please complete the Job Application Form, Equal Opportunities Monitoring Form, Employment Self-Declaration and Disclosure Form (below) and return to Filsan Osman at Filsan@klsettlement.org.uk

Dates

Closing Date for Applications: **9.00am on 26th April 2024**

Interview Date: **3rd May 2024**

Help & Further Information

If you'd like to talk about this position in more detail, then please contact Nadine Ballantyne Nadine@klsettlement.org.uk and 02072232845

Good luck!

Love to Learn Youth Worker

Job Description

Job Title:	Love to Learn Youth Worker
Position:	Permanent Contract
Salary:	£26,000 - £28,000 per annum FTE (£20,800 - £22,400 pro rata)
Hours:	28 hours per week (4 days a week, Tuesday- Friday), including regular evening work – the role will include working Wednesday and Thursday evenings
Holidays:	25 days + 8 bank holidays pro rata
Responsible to:	Joint Head of Love to Learn
Location:	108 Battersea High Street, London SW11 3HP, with some travel in Wandsworth borough and residential breaks during the summer

This is an excellent opportunity to work for a well-established and successful charity in Battersea called Katherine Low Settlement; and as part of one of its successful education and wellbeing teams called Love to Learn, which enables young people from a refugee background to overcome barriers to education so that they can thrive and reach their potential.

We are seeking a dedicated Youth Worker to join our team and make a positive impact on the lives of children and young people from refugee backgrounds in our community. In this role, you will have the opportunity to inspire, mentor, and support young individuals in their education journey while promoting a culture of curiosity and enthusiasm for learning.

About Katherine Low Settlement

Katherine Low Settlement is a charity that has been serving Battersea and the wider Wandsworth community since 1924. We are dedicated to building stronger communities and enable people to challenge and find ways out of poverty and isolation.

We run a range of our own community projects to tackle poverty and isolation, and empower and support children, young people and their families, older people, women and refugee communities. We campaign for social change. We also incubate and support local charities and social businesses to thrive, so together we can meet the diverse needs of the local communities of Wandsworth. Each week we work with 28+ charities supporting more than 1,000 people. Visit: www.klsettlement.org.uk

About KLS Love to Learn team

Since 2004, KLS Love to Learn education team of 10 part-time staff and over 100 volunteers, has supported thousands of young refugees and their families in Battersea and the London Borough of Wandsworth to thrive in their education. Through mentoring, family support, casework and homework clubs, we provide the tailored support each young person and their family/carers needs to overcome the barriers to education they face at home and school.

Key Objectives for this Role

Working with the Joint Head of Love to Learn and the Lead Youth Worker you will:

Homework Clubs and Mentoring

- Assess whether children and families meet the criteria for joining Love to Learn.
- Collect up to date consent information for all young people joining Love to Learn.
- Create session plans for club nights.
- Research and source necessary resources activities.
- Plan and run engaging and fun activities/ongoing projects for the young people.
- Use participatory methods to involve young people about Clubs.
- Ensure children's participation and encourage ownership of and responsibility for the Clubs.
- Implement our behaviour management policy.
- Liaise with families/carers to communicate information regarding Clubs and Mentoring.
- Keep and maintain robust recording and monitoring systems (including registers).
- Maintain excellent safeguarding practices.
- Build and maintain good relationships with local youth agencies and support services, including socials services - referring when necessary.
- Support the Lead Youth Worker with running a weekly Youth Club for post-16 young people.
- Support the Volunteer Coordinator with matching new Mentors with young people.

Trips and activities

- Work with the Joint Head of Love to Learn and the Lead Youth Worker to develop an annual programme of activity and trips during school holidays.
- Ensure that this is done in collaboration with our children, young people, their families and other KLS projects.
- Plan and deliver holiday activities during all school half terms, Easter and summer breaks.
- Assist with the summer programme development, organisation and delivery.

Teamwork and reporting

- Work with Love to Learn team members to coordinate work, refer young people and/or parents/carers to our casework and advice team, our ESOL (English) team, and other external agencies where appropriate.
- Contribute to reports for trustees and funders and attend periodic meetings with funders.
- Communicate well with other teams within KLS to provide a high-quality service to our members.

Other Duties

- Participate in regular supervision and annual appraisals; help to identify your own job-related development and training needs.
- Always work with anti-discriminatory, empowering practice, ensuring everyone is treated with dignity and respect.
- Adhere to Katherine Low Settlement's code of confidentiality, safeguarding and equal opportunities policies.
- Undertake your role in a professional manner and maintain a high-quality standard of work in accordance with the aims, values and ethos of KLS.

The above job description reflects the position at the time of writing; it is not intended to be a task list but indicates the general level of work involved. It is expected that duties will be reviewed and revised as required.

Person Specification

The following skills and experience are required for this post:

Skills and Experience	Essential / Desirable
Experience of working with refugee communities and/or children/young people and/or vulnerable groups ensuring that clients' needs are at the forefront of service planning and delivery	E
Experience of planning, delivery and reporting in a similar voluntary sector project (preferably with refugee communities)	E
Excellent communicating skills (oral and written) with refugee young people, their families, staff and partner organisations	E
Ability to motivate, support and encourage young people	E
Ability to work as part of small team, whilst also working independently	E
Personal attributes: hard working, organised, takes initiative, reliable, patient, high professional standards	E
Experience and sensitivity working with young people who are affected by mental health issues and past trauma. Empathetic, non-judgemental, and able to form supportive but boundary relationships with young people	E
Knowledge of up-to-date best practice as regards safeguarding the welfare of children	E
Excellent IT skills including MS Office suite and ability to use Internet, email and social media	E
Committed to KLS's mission, vision and values	E
Passionate about social justice, education and championing the value of families from refugee communities	E
Track record of managing volunteers	D
A recognised teaching and/or youth work qualification	D
Experience of monitoring and evaluating projects effectively and ensuring that they are consistently meeting needs and being able to demonstrate value to funders	D
Aptitude for communicating in another language, particularly Somali, Farsi and/or Tigrinya	D
Knowledge of Battersea / Wandsworth	D

Further Information

- Katherine Low Settlement is committed to equal opportunities.
- All offers to work at Katherine Low Settlement are subject to two satisfactory references, which is standard KLS policy applicable to all roles. KLS also ask for an enhanced DBS check.
- You will adhere to matters of confidentiality concerning this role, the KLS team and trustees.

- An induction is given to all staff. This includes sharing KLS policies / procedures relevant to each post.
- There is a 6-month probation period for this role.

Help

If you'd like to talk about this position in more detail, then please contact Nadine Ballantyne Nadine@klsettlement.org.uk and 02072232845

Please complete the following forms to apply for this role.

Job Application Form

Contact Details					
Name					
Address + Postcode					
Telephone					
Email					
Qualifications / Training / Education					
Subject Studied	Qualification	Awarding Body	Name of College	Result	Dates
Work & Voluntary Experience					
Employer	Role	Main Responsibilities	Dates	Reason for Leaving	

Why do you think you are suitable for the job as advertised?				
References (2 required)				
<i>Name</i>	<i>Organisation</i>	<i>Telephone</i>	<i>Email</i>	

I confirm that the details above are correct and true

Signed.....

Printed Name.....

Date.....



Employment Self-Declaration and Disclosure Form
Private and Confidential

All information will be treated as confidential and managed in accordance with data protection legislation and guidance. You have a right of access to information about you under the Data Protection Act 1998.

Name:	
Address and postcode:	
Have you ever been known to any Children's and/or Adult Services department as being a risk or potential risk to children and/or vulnerable adults?	YES / NO <i>(if Yes, please provide further information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children and/or vulnerable adults?	YES / NO <i>(if Yes, please provide further information below):</i>
Confirmation of Declaration <i>(tick box below)</i>	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	In accordance with KLS's procedures, if required, I agree to undertake a DBS check and/or provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform KLS within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people and/or vulnerable adults.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties, may be supplied by KLS to other persons or organisations in circumstances where this is considered necessary to safeguard other children and/or vulnerable adults.
Signature:	

Print name:	
Date:	



Equal Opportunities Monitoring Form

KLS want to make sure that it is an equal opportunities employer in practice, which is why we want to monitor our recruitment procedures. By completing this form, you are helping us improve our equal opportunities practice. We will separate this part of the form from the application form. It will not form part of the selection process. All information will be held confidentially.

Please tick the appropriate boxes:

1. How would you describe your gender?

Male ☐ Female ☐ Transgender ☐ Prefer not to say ☐

2. What age group do you belong to?

16-24 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55-64 ☐ over 65 ☐
Prefer not to say ☐

3. How would you describe your sexuality?

Heterosexual/straight ☐ Gay man ☐ Gay woman/lesbian ☐
Bi-sexual ☐ Prefer not to say ☐

4. Do you consider that you have a disability?

Yes ☐ No ☐ Prefer not to say ☐

5. Do you have a disability, as defined by the Disability Discrimination Act?

Yes ☐ No ☐ Prefer not to say ☐ Don't know ☐

6. Do you consider that you have a long-term health problem?

Yes ☐ No ☐ Prefer not to say ☐

7. How would you describe your religion or belief?

My religion or belief is _____
I have no religion or belief ☐ Prefer not to say ☐

8. How would you describe your nationality?

Please describe _____
Prefer not to say ☐

9. How would you describe your ethnic origin?

Please describe _____
Prefer not to say ☐

Thank You