

# Youth Coach – Hospital Youth Worker Application Pack

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**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

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# Welcome Letter

Dear Candidate,

Thank you for your interest in taking on this role with the Trust for Developing Communities – TDC.

TDC tackles inequality in Brighton and Hove through community-led solutions. Our strength-based model of community development and youth work empowers people who experience poverty and exclusion. Each year we work with over 21,000 people and over 300 community groups to come together and take action.

The Youth Coach role is an exciting role established to improve outcomes for the ‘most vulnerable’ and ‘at risk’ children and young people in our city. This is a role where young people with complex needs are supported to develop their own pathways and make their own choices during a time of crisis.

You will have experience of engaging with young people with complex needs, developing assessments, action/safety plans and activities to support progress, involving parent / carers in the support process where appropriate. You will also have experience of working collaboratively with a range of professionals for coordinated support.

This role requires experience of caseload management, tailored support, signposting, monitoring and evaluation and youth led participation. It is likely to involve working flexibly between settings and services as well as initiative in designing risk reduction and interventions that improve outcomes for young people.

This pack explains how to apply, gives you more information about the different roles and about TDC.

If you feel inspired by this opportunity, then we very much look forward to hearing from you.

Athol Hallé,  
Chief Executive, The Trust for Developing Communities



## About TDC

TDC was set up in the year 2000 - ever since, our primary focus has been community development work within neighbourhoods experiencing deprivation in Brighton and Hove. We have gone on to develop a broad range of grassroots services supporting young people, excluded communities and older people.

The strong trusting relationships we have built up with communities and partners has enabled us to grow considerably in size and impact over the years. We now employ 60 staff with a turnover of over £2 million. Despite our positive impact, there is much more work to be done to reduce the unacceptable health, social and economic inequalities that cast a shadow across our city.

**Our Context** Brighton and Hove is a uniquely creative and progressive City, which faces many challenges – there are areas where 43% of our children live in poverty and life expectancy is nine years shorter; whilst across the city we have the fourth highest level of suicide in the country and the second highest number of people sleeping on our streets. This is not ok.

**Our Vision** is for Brighton and Hove to become a healthy, inclusive and thriving city - free from inequality.

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

## Our Work

**Equalities.** We support excluded communities through a broad range of health & well-being and employability & learning projects. These include cancer screening access, employability support, social prescribing, mental health support, training, community learning, and community-led research.

**Neighbourhood.** We deliver community development work in areas of the city facing high levels of deprivation, with a focus on supporting community-led groups, including specialist work to support older people.

**Youth Work.** We run youth clubs across the North and East of the city. Additionally, we deliver individual support to young people around health and well-being and coaching. We also lead the citywide detached youth work programme *Brighton Streets*.

## Our Values

- **Community.** *“Together we are stronger.”* Community is at the heart of TDC. When we connect people, organisations and communities together, this builds strengths, improves well-being and reduces inequality.
- **Empowerment.** *“Building community brings social justice.”* The most effective way to tackle inequality is to support people experiencing poverty and exclusion to develop skills, knowledge and strengths, to come together and take action.
- **Inclusion.** *“There is no ‘them and us’ only us.”* We are enriched by the diversity within our communities. We recognise that discrimination exists, and we fight against it. When we proactively support people to participate, including the most excluded and vulnerable - everyone gains.
- **Equality.** *“None of us can truly thrive whilst some of us are in poverty.”* Everyone is valuable, everyone is needed. Tackling economic, social and health inequalities enables everyone to play their full part - which benefits us all.

# Youth Coach - Job Description

## Overview

**Job Title:** Youth Coach (Hospital Youth Worker)

**Hours:** 37 Hours per week, with occasional evenings and occasional weekends necessary

**Part Time Option:** TDC are open to recruiting to multiple part-time roles to make up 37 hours.

**Salary Scale:** £30k - £34k per annum pro-rata (TDC Pay Scale Points 19 - 24) + 6% pension.

**Contract:** Fixed Term to 31<sup>st</sup> March 2025 (with expectation to continue beyond)

**Holiday:** 25 days a year, plus an extra 3 days at Christmas, and all Bank Holidays. Pro-rata.

**Employee Benefits:** Flexible working. Employee Assistance Prog. Cycle to Work Scheme

**Location:** Royal Alexandra Children's Hospital

**Reporting to:** Youth Work Manager

## Objective

To improve outcomes for the 'most vulnerable' and 'at risk' children in specified settings.

## Principal Responsibilities

- 1. Collaborative Working.** To develop collaborative working arrangements with multiple agencies and pathways of care for young people with complex needs.
- 2. Caseload Management.** To receive referrals from multiple agencies and manage a caseload, balancing the priorities of young people with available resources.
- 3. Engagement Work.** To engage proactively with young people with complex needs, developing assessments, action/safety plans and brief interventions to safeguard and support progress. To involve parent / carers in the safeguarding and support process where appropriate.
- 4. Risk Management.** To carry out risk assessments for individuals and activities, identifying and risks and actions which need to be taken.
- 5. Record Keeping.** Keep accurate and up-to-date records of all case records and progress reports.
- 6. Individual Support.** Delivering tailored information, support and advocacy using a **person-centred** approach, covering a range of issues, e.g.: staying safe; emotional wellbeing; mental health; physical health; social connections; transition; family issues; healthy relationships; sexual health; tackling alcohol and substance abuse; coping with long-term health conditions and other relevant issues.

7. **Information Management.** To manage sensitive, confidential and complex information on young people and their families and sharing information in line with guidance and legislation.
8. **Facilitation of Youth led service.** To facilitate young people's involvement in the ongoing design and improvement of the service.
9. **Consultation and Evaluation.** To undertake formal and informal consultation and evaluation with young people about their needs and how the service can support them.
10. **Training.** To engage in relevant training, and to provide training and support to other partners on effective methods of engaging with and referring young people and the range of services available to young people in the city.
11. **Monitoring and Performance.** Provide monitoring and evaluation information as requested.
12. **Signposting.** To compile and maintain up-to-date information on a wide range of sources of support for young people (e.g. for emotional wellbeing, one to one support etc.) and opportunities (e.g. for access to education and training, community-based youth provision).
13. **Local Community follow up.** To deliver within the specified setting but with occasional follow-up work in the local community.
14. **Volunteer support.** To liaise with the Youth Work team, administrative staff and Manager to ensure volunteers are supported appropriately.

### General Responsibilities

1. **Organisational Contribution.** Contribute to the ongoing development of TDC's strategy and operations, supporting TDC to most effectively deliver its mission.
2. **Coordination.** Work closely with colleagues to ensure TDC's varied workload combines effectively to enable maximum organisational impact.
3. **Ambassador.** Promote TDC's work appropriately. Ensure that team members understand the organisation's goals and how they are contributing to them.
4. **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.
5. **General.** To undertake all other reasonable tasks as requested by your Line Manager.

# Person Specification

## Essential skills, experience and qualities

1. **Qualifications.** Youth Work qualified to Level 3 or above; or other relevant equivalent qualifications or experience.
2. **Experience.** Direct experience of youth related work, through one or more of the following:
  - a. Youth work in a community or neighbourhood setting
  - b. Caseload management and 121 support
  - c. Health work
  - d. Centre-based youth work
  - e. Detached youth work or outreach work
  - f. Youth participation projects
  - g. Work with marginalised groups
  - h. Social Work/Social Care
3. **Youth Work.** 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.
4. **Needs led approach.** Commitment to understanding and meeting the needs of young people whilst working in both clinical and community settings. Knowledge of factors influencing young people's mental health and effective support methods.
5. **Needs Assessments and Action Plans.** Ability to assess needs and develop holistic action/safety plans and activities to enable young people to be safe and progress. Ability to initiate and develop activities to engage young people.
6. **Problem Solving.** Ability to work creatively to find solutions to complex issues.
7. **Work planning.** Ability to work independently and to manage and prioritise own caseload
8. **Partnership Working.** Experience of partnership work, work with a range of professionals/practitioners and sit on local and citywide meetings where appropriate.
9. **Communications.** To show the ability to communicate effectively with young people and build relationships with them. To be able to negotiate and communicate effectively with all sections of the local community and to help young people appreciate their relationship and responsibilities to the wider community.
10. **Safeguarding.** Ability to identify young people who are at risk of harm and raise appropriate safeguarding concerns or take necessary action. Commitment to Child Protection, Protection of Vulnerable Adults and Health and Safety policy and procedures
11. **IT skills.** Computer literate, including the use of word processing, PowerPoint, Excel and email.
12. **Flexible working.** Ability to work evenings, occasional weekends, and in a variety of settings
13. **Equal Opportunities.** Good understanding and commitment to equal opportunities and experience of working with diverse communities, cultures and faiths.

# Application Process

## To Apply.

Please download an application form from our [website](#) and send your completed application form to [info@trustdevcom.org.uk](mailto:info@trustdevcom.org.uk).

**Supporting Statement.** This part of the application form should explain why you are interested in this role with TDC and also detail the skills and experience you feel you would bring. The statement should relate directly to the Job Description and Person Specification.

**References.** Please provide details of two referees. References will only be taken up if a job offer is made and only with prior permission.

**DBS.** We will ask successful candidate to complete a DBS check before starting the role. Your DBS check will not necessarily need to be clear, but will need to be free from convictions that TDC deem to indicate potential for risk of harm to our beneficiaries.

## Closing Date:

There is no application deadline. We will be accepting applications, processing them and selecting for interview as we go, until the role is filled.

## Interviews:

We will let you know if your application is being taken forward within a week of receipt. If so, we will contact you to arrange an interview, with the interviews being held at the TDC Office - Community Base, 113 Queens Road, Brighton, BN1 3XG.

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If you would like to discuss this role, please contact:

Adam Muirhead, TDC's Director of Youth [adammuirhead@trustdevcom.org.uk](mailto:adammuirhead@trustdevcom.org.uk) or 01273 234769.

TDC is committed to creating a more equitable city. We value diversity in our staff and regularly review our policies, practices, and culture to ensure an inclusive workplace where everyone can thrive. We actively encourage people to contact us to discuss the role. If you have any concerns or questions about applying please contact Jo Winyard, Senior Operations Manager, [jowinyard@trustdevcom.org.uk](mailto:jowinyard@trustdevcom.org.uk) or 01273 234769

Thank you for considering applying.

Good luck!

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For more information please contact:

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