

**Learning Plus Session Worker Application Pack**

Thank you for your enquiry about this job. An application form is enclosed which should be completed and **returned to the Cre8 office (address in the header above) by midday (12pm) on Friday the 22nd of January 2016.** Please make sure you read the enclosed Job Description including the Person Specification carefully and use the application form to demonstrate how you think you match the criteria in the person specification, whilst also referring to the job responsibilities.

Please note that

* Interviews will be held during week commencing 25th January
* The successful applicant will be required to complete an enhanced DBS disclosure

Cre8 is a local charity which has been doing work and providing services for young people in Macclesfield for the last ten years. From very small beginnings, Cre8 has grown to be a significant part of the neighborhood and now employs a number of full and part time staff running a variety of projects and two businesses. We provide an innovative service to young people and their families which we hope supports and enables people to play a full and active role in their neighborhood.

On the Learning Plus project Cre8 is committed to providing genuinely person-centred outcomes for each young person who is struggling in mainstream education.

In addition to being a provider of services, Cre8 is also a community with a spiritual dimension. Many of our employees are involved in local churches in some way. Some employees also live and are part of the neighborhood we work in, which we think is very important. We look to model community living, this sometimes includes attending and being part of Christian celebrations and other regular social activities such as ceilidh’s, shared meals and festivals. These events are open to a wide network of our friends, supporters and neighbors.

It is important that applicants read the following Identity and Mission statement which sets out the principles and values on which the community of Cre8 is based. All employees of Cre8 should be open to and support the community ethos and be willing to attend events and celebrations, some of which may take place outside working hours.

Cre8 is a local charity governed by a Board of Trustees, we network fairly widely with other youth work and community charities and organizations in different parts of the UK. Sometimes this is by attending joint training events and also conferences. More information on Cre8 can be found at www.cre8macclesfield.org. I look forward to receiving your application

Yours sincerely

Steve Drake

Learning Plus Supervisor

**Learning Plus Session Worker**

This job description includes a guide to the work the Learning Plus Session Worker will be involved in and required to undertake. It may be changed from time to time to meet changing circumstances. It is not a Contract of Employment.

**Our Identity:**

We are people who see that everyone is equal in the eyes of God.

Mutual relationships and trust in God are at the heart of our journey together.

We celebrate the unique value of every person and recognise our need of one another.

**Our mission is to:**

Make known the gifts of people of all abilities, revealed through bringing change and hope to disadvantaged neighbourhoods.

Work together towards a more human society which values each and every person.

Build community by encouraging people to treat each other with care, forgiveness and respect.

**A statement about Cre8:**

Cre8 began in 2005 when a group of Churches in Macclesfield met together to work for change in a disadvantaged area of the town. Cre8 is a community of faith, rooted in prayer and trust in God. We seek to be guided by God and by the disadvantaged and weakest people in our society, through whom we see God's presence revealed. Everyone working at Cre8 is encouraged to discover and deepen his or her spiritual life and live it according to his or her particular faith and tradition. People who have no religious affiliation are also welcomed and respected in their freedom of conscience.

Cre8 recognizes it’s ecumenical vocation and it’s mission to work in unity between different faith traditions and churches. Cre8 runs activities which help to build community in the neighborhood and to help people to feel a sense of belonging to their neighborhood. These activities have common characteristics which include:

* Things for the benefit of others
* Learning from each other
* Eating together
* Having fun together
* Working and making a positive contribution
* Celebrating when people do something well
* Encouraging relationships between young and old
* Working actively for things which are good
* Mending relationships damaged by conflict and disagreement
* Building a sense of well-being, happiness and freedom from fear
* Raising self-esteem and self-worth

The activities Cre8 runs are grouped and managed in what we call Projects. These include:

**Off Beat** - including Cre8 Music(drop-ins, lessons, recordings, writing and composing) Bike Shed (repair and maintenance), Bike Rides and a Football project.

**Clubs** – including a Primary Club, a Secondary Club and an over 16’s Club.

**Learning Plus –** one to one alternative education provision during the day.

**RD –** work experience for young people who are not in education or work.

**Residentials –** residential experiences for young people including weekend camps, outdoor activities and week long stays with different communities.

**Cre8 Works –** a social enterprise business employing young people to do grounds maintenance work and tree felling.

**Cre8 Facilities –** a social enterprise business employing young people to do commercial vehicle washing.

**Job Description – Learning Plus Session Worker**

This job description includes a guide to the work you will be involved in and required to undertake. It may be changed from time to time to meet changing circumstances. It is not a Contract of Employment.

**Pay:** (Grade 1 Point 3) £7.95 / hour

**Job title:** Learning Plus Session Worker

**Hours:** Variable

**Reporting to:** Learning Plus Supervisor

**Job Detail**

1. **Purpose**

The purpose of the Learning Plus Session Worker role is to plan and deliver one to one Learning Plus sessions with young people referred from schools and agencies and to contribute within the team to Cre8’s identity and mission.

In addition to working on the Learning Plus project the Learning Plus Session Worker may be asked to work alongside other Cre8 workers in the delivery of their projects which include:

1. Club nights.
2. Offbeat group projects including Music drop ins, concerts and Bike Shed drop ins.
3. Cre8 Works, Facilities and RD work experience.
4. Residentials
5. **Responsibilities**
   1. Doing youth work. Planning and delivering one to one Learning Plus education sessions with young people referred from schools and agencies. Being involved in the evaluation afterwards. This may include one-off day trips throughout the year.
   2. Inputting into CRIS: recording sessions on Cre8’s recording system.
   3. The effective use of resources. Making sure that your time and any materials or equipment is always used for the benefit of young people.
   4. Customers and clients. Dealing appropriately with young people and their parents and/or carers.
   5. Safeguarding: Adhere and implement the Cre8 Safeguarding Policy.
   6. Welcome. Making sure that Cre8 is a welcoming place for young people and for anybody who visits the organization.
   7. Materials and stock. Keeping and storing any materials used in your work in a tidy and well-ordered way.
   8. Training: Take opportunities for further training and development where required
   9. Team meetings: Attending and contributing to team meetings.
   10. Health & Safety. Managing and implementing health & safety within your own working environment.
   11. Record keeping. Writing up records as directed by the Youth Work Supervisor.
   12. Risk management. Managing risk during any activities you are involved in and making sure Cre8 is a safe place to be.
   13. Administer first aid. Being able to use first aid when you have been trained to do so.
   14. Ordering and purchasing. Buying materials for your activities using Cre8 payment methods.
   15. Report writing. Writing your Trustee report six times per year and also any other reports as directed by Supervisors.
   16. Disciplinary. Taking part in disciplinary meetings when asked to do so and Restorative Justice Meetings involving young people.
   17. Maintain behaviour boundaries. Making sure that Cre8 is a safe and happy place to be for everyone involved. Issuing warnings to young people and excluding them from projects when necessary.
   18. Policies and Procedures. Ensuring the implementation of policies and procedures in the organisation.
   19. Equality and Diversity. Promoting equality and diversity and making sure Cre8 is an inclusive and supportive place to be.
   20. Key holding. Making sure that Cre8 places are locked and secure when you leave and keeping Cre8 keys safely and securely.
6. **Person Specification**
   1. **Qualifications**

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| --- | --- | --- | --- |
|  | **The successful candidate should:** | **Essential/ Desirable** | **Tested by\***  **A, I, P, T** |
| 3.1.1 | Have a good standard of general education, normally to include English and Maths to GCSE level or equivalent. | Desirable | [A, I ] |

* 1. **Background & Experience**

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| --- | --- | --- | --- |
|  | **The successful candidate should have:** | **Essential/ Desirable** | **Tested by\***  **A, I, P, T** |
| 3.2.1 | Experience of working with young people. | Desirable | [A, I ] |
| 3.2.2 | A good knowledge of the locality, and/or live locally. | Desirable | [A, I ] |

* 1. **Knowledge**

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|  | **The successful candidate should have demonstrable knowledge of:** | **Essential/ Desirable** | **Tested by\***  **A, I, P, T** |
| 3.3.1 | Have knowledge of the challenges facing young people in a school setting | Essential | [A, I ] |

* 1. **Skills & Competencies**

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| --- | --- | --- | --- |
|  | **The successful candidate should demonstrate:** | **Essential/ Desirable** | **Tested by\***  **A, I, P, T** |
| 3.4.1 | Effective communications skills including the capacity to empathise and understand the needs of young people. | Essential | [A, I ] |
| 3.4.2 | A person centred approach to all aspects of their work. | Essential | [A, I ] |
| 3.4.3 | A willingness to work flexible hours on different weekdays | Essential | [A, I ] |
| 3.4.4 | Personally motivated by the mission and values of Cre8. | Essential | [A, I ] |
| 3.4.5 | Confidentiality in discussing and working with personal information. | Essential | [A, I ] |
| 3.4.6 | A proven ability to work constructively as part of a team and on own initiative | Desirable | [A, I ] |
| 3.4.7 | A real passion for enabling young people to reach their potential | Essential | [ I ] |
| 3.4.8 | An ability to work under pressure | Desirable | [ I ] |
| 3.4.9 | A pleasant and efficient manner | Essential | [ I ] |
| 3.4.10 | A reliable, conscientious and professional approach | Essential | [ I ] |
| 3.4.11 | A good attitude to time keeping | Essential | [ I ] |
| 3.4.13 | A clean and smart appearance and a positive outlook | Essential | [ I ] |