



# include YOUTH

## SENIOR EMPLOYABILITY WORKER BELFAST





## A MESSAGE FROM INCLUDE YOUTH

### **DEAR APPLICANT,**

Include Youth is seeking to appoint a Senior Employability Worker based in Belfast to work with young people in or leaving care.

The closing date for submission is 12 noon, Friday 14th March 2025. Late applications will not be considered. Interviews are likely to be held week beginning 24th March. Full details on how to apply are

If you have any questions on the application process, please in the first instance contact [jackie@includeyouth.org](mailto:jackie@includeyouth.org)

Yours sincerely,

Diane Hill  
CEO



## Who We Are

Include Youth is a rights-based charity for children and young people in or leaving care, from disadvantaged communities or whose rights are not being met.

We work to improve employability, personal and social development enhancing inclusion, integration and good relations.

Include Youth influences public policy led by the voice of children and young people, evidence based practice and international children's rights standards.



## Our Approach

Adopting a youth work based approach, we work alongside young people in order to provide life changing opportunities.

We provide a tailored wrap around service that helps young people gain qualifications, employability skills, develop self-confidence and a better understanding of cultural diversity and inclusion.





# Our Vision

*Include Youth's vision is of a society that realises and fulfils the rights and potential of all children and young people.*

# Our Values



**Equality**

We focus on driving equality amongst young people and in wider society, ensuring all young people have access to opportunities to improve their lives



**Inclusion**

We believe in an inclusive society, where regardless of background, everyone should have a voice. Include Youth involve and advocate for young people from all communities, creating a truly inclusive environment throughout Northern Ireland and across the border.



**Opportunity**

Through our work we ensure that young people are provided with opportunity to excel and thrive. By facilitating accessible programmes, we can drive opportunities for the most disadvantaged in society and create opportunity for all.



**Integrity**

We work in a respectful, helpful and transparent manner with our young people so we can advocate for them and achieve the best outcomes.

# Our Services



Give and Take

**Give and Take** is a regional youth work intervention project to support young people aged 16 to 24 years old. It offers individually tailored programmes with core themes being; supported work experience, personal development, OCN qualifications, mentoring and transitional support.

**Give and Take One to One** is a programme that supports young people who are at risk of or have experienced Child Sexual Exploitation. It builds on protective factors and helps to improve their health and wellbeing in a supportive way



One to one



Expert By Experience

This project is led by young people, working directly with their peers. It builds upon Include Youth's '**Expert by Experience**' (EBE) model of participation which empowers young people to lead. It employs 15 care experienced EBE's who will be supported to mentor other young people to become change makers and policy advocates.

We are committed to ensuring that the voice of young people is at the centre of decision making. We promote and protect the **rights of children and young people** and provide opportunities for young people to influence policy and decision makers. We support young people to develop their campaigns on issues which matter to them.



Policy

We deliver a range of **accredited training and workshops** such as;

Awareness raising workshop  
on Child Sexual Exploitation,

OCN NI Level 2 in Understanding Child Sexual Exploitation,

OCN NI Level 4 in Supporting Care Experienced  
Children and Young People

OCN NI Level 2 in Mentoring Practice



Training

JOB

Employability

**Employability** services offers one to one support for young people hoping to transition into employment and help them navigate this move. It offers: CV building, supported work placements, taster days, interview techniques and personal development support .

**Strive** is a cross-border, cross-community, good relations programme for young people aged 14 to 24 led by Include Youth in partnership with Youth Initiatives, Newstart Education Centre, Northern Ireland Alternatives and Lifford Clonleigh Resource Centre. Strive is an intensive youth-led youth work programme . It engages young people in a transformative process, focusing on four core strands: good relations, citizenship, personal development and employability.

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Strive

## Job Description

<b>Job Title:</b>	Senior Employability Worker Belfast
<b>Responsible to:</b>	Regional Director
<b>Based :</b>	Belfast
<b>Working week:</b>	30 hrs per week (unsocial hours will be required at times)
<b>Salary:</b>	£32,910 - £34,728 pro rata

### Job Purpose

- Ensure the continued development of the Employability Service within the Belfast Health and Social Care Trust for young people in care and leaving care aged 16+.
- Enhance the employability of young people in and leaving care by securing opportunities through sustained engagement with statutory, public, private and community/voluntary agencies.
- Liaise with BHSCT departments and directorates to provide a range of supported work experience and employment opportunities.
- Through partnership working build an infrastructure that enhances the provision of employment and training opportunities for young people in and leaving care.

### Key Activities and Duties of the Post

- Establish and maintain effective working relationships with Senior Management across a range of BHSCT Departments to increase opportunities and improve outcomes for Care Experienced Young People (i.e. ring-fencing and traineeships).
- To secure further commitment to the availability of work and training opportunities for care experienced young people in the Trust's capacity as a corporate parent and develop and support onsite mentoring of young people on work placement
- Meet with employers as required to explore meaningful partnerships with Include Youth that will enhance the provision of services Include Youth provides to young people in respect of employability
- To identify and engage with key stakeholders from other statutory/public organisations, as well as from the private, voluntary and community sectors in the pursuit of securing suitable full-time and part-time employment, training and pre-vocational opportunities for young people;

## Key Activities and Duties of the Post (cont'd)

- Support BHSCT Children's Services Manager / Head of Service with the strategic direction of the BHSCT Employability Service. Prepare information and responses that will be presented internally and externally.
- To raise awareness of the varied and complex needs of care experienced young people with key stakeholders and potential employers and agree strategies for supporting and sustaining work placements, thus helping young people to reach their full potential
- To develop, maintain, review and follow the service work plan which clearly outlines tasks, activities and timescales in relation to all aspects of the employability service
- To follow protocols and build on a strategy in relation to recruitment, training and support to onsite mentors/manager with day-to-day responsibility for supporting and/or supervising young people in their work placement. To work closely with the personal advisor service and ensure they are able to perform work placement visits and provide general placement support, whilst keeping stakeholders involved with the young person fully updated
- To ensure information, advice and guidance is provided to all individuals providing support to a young person in work placement in relation to the support needs of care experienced young people and the mentor's duties and responsibilities towards them
- To maintain use of protocols/systems and pro forma in relation to the following:
  - Work placement support and review arrangements
  - Work based mentoring
  - Regular progress reports on scheme development, activity and targets
  - Feedback from service users and stakeholders

## Key Activities and Duties of the Post (cont'd)

To ensure relevant processes are up to date and become part of the employability service handbook

- To attend relevant meetings across BHSCT and regional employability services
- The nature of the service is one of continued development – the successful candidate should seek to consolidate and improve existing structures whilst aiming to create new opportunities that meet the needs of our young people, without duplication
- To carry out additional duties as required by line manager



## Management

- Provide supervision and guidance to staff under your management or whom you are responsible
- Where there is concern in relation to performance or discipline the post holder will take such action as may be necessary including absence management in accordance with the procedures of Include Youth
- To be involved in the selection of staff where appropriate and to provide high quality induction, training and professional development to staff.
- Maintaining appropriate records of staff meetings and following up on actions where necessary.
- Supporting youth work teams to manage and monitor programme budgets where appropriate

## Organisational Responsibilities

- To attend meetings, training and other forums and actively participate in handover and team meetings
- Actively engage in the giving and receiving of feedback in order to highlight areas of improvement and lessons learnt
- Project a positive image and reputation of Include Youth in your dealings with others and ensure, by your ongoing actions, the on-going confidence of the public
- Promote a positive working environment where wellbeing for all is central to providing a high quality and innovative service
- To keep good financial records in relation to the service that you are providing
- Ensure that policies and procedures are adhered to in relation to safeguarding young people

## Personal Development

- Focus on personal development to ensure the provision of high quality professional and innovative services
- Monitor and ensure professional registration is maintained at all times where applicable
- Share knowledge and expertise to promote and foster a climate of learning and development
- Identify and understand own strengths and development needs and take personal responsibility for their continued development.

## General

1. Members of staff are expected to treat those with whom they come into contact in a courteous and respectful manner in accordance with the Dignity at Work Procedure.
2. Staff are expected to demonstrate their commitment to Include Youth by their regular attendance and the efficient completion of all tasks allocated to them.
3. All staff must comply with the Smoke Free Policy and associated procedures.
4. All Staff must take care of their own health and safety and that of people who may be affected by what they do (or do not do).
5. All staff must co-operate with others on health and safety, and not interfere with, or misuse, anything provided for their health, safety or welfare.
6. All staff must follow the training they have received when using any work items their employer has given them.
7. Include Youth is committed to equality of opportunity and to selection based on merit.
8. The Senior Employability Worker is required to adhere to Include Youth's Equal Opportunities Policy and associated procedures throughout the course of his/her employment.
9. The Senior Employability Worker will endeavour to ensure the on-going confidence of the public.
10. The Senior Employability Worker will maintain high standards of personal accountability.

**This job description is neither exhaustive nor exclusive and may be reviewed and amended in the future to include any other reasonable duties, projects or tasks as may be requested from time to time and to reflect changing organisational requirements, changing staffing levels, etc.**

## Person Specification

### Qualifications

#### Essential Criteria

Recognised 3rd level appropriate qualification in Youth Work, Social Work, Human Resources, Business, Training/Education  
With 2 years' experience of working directly with excluded children and young people

**or**

5 years' experience working directly with excluded children and young people

### Training, Education and Knowledge

#### Essential Criteria

Knowledge of issues affecting socially excluded young people facing long term unemployment and solutions for overcoming them.  
Knowledge of the Looked After System.

#### Desirable

Awareness and knowledge of issues relating to socially excluded young people in the Belfast Trust Area.  
Knowledge of the Model of Supported Employment.

# Person Specification

## Experience

### Essential Criteria

Relevant experience across the following areas:

- Self-management including regular monitoring and reporting and experience of working to targets.
- Experience of working with socially excluded young people.

Establishing and maintaining multi agency working.

### Desirable

Experience of a range of approaches of working with young people.  
Recruitment and selection processes and practices.

## Behavioural skills & Competencies

### Essential Criteria

Confidence and drive to work on own initiative is key.  
Ability to effectively network and build strong relationships particularly with business people and social workers.  
Good IT skills.  
Commitment to Include Youth's values and principals.



## Special Circumstances

### Essential Criteria

Must hold a current driving license and have access to a vehicle. This criterion may be waived, if a disability prohibits driving. In this case, please demonstrate how you would meet the mobility requirements of this post.

### Desirable

Able to work outside normal office hours when required.

## Condition of Service

<b>Based at:</b>	Include Youth offices, Belfast
<b>Salary:</b>	£32,910 - £34,728 pro rata
<b>Working week:</b>	30 hrs per week
<b>Annual leave:</b>	25 days pro rata
<b>Probation:</b>	6 months

### Travel Expenses

Responsibility is on the employee to ensure that when using the car in the course of business, that proper insurance cover is acquired, and that the car is maintained in a road worthy condition. A mileage allowance will be payable by Include Youth towards expenses.

### Vetting

The successful applicant will be asked to declare all pending prosecutions, convictions, cautions and bind-over orders. Applicants must complete the Garda vetting form which will be submitted to the Garda Vetting office for clearance.

### Pension

Include Youth operates a group personal pension scheme.

### TOIL

There is no entitlement to overtime payment. However, you are entitled to receive time off in lieu for hours worked in excess of your normal working week.

### Equal Opportunities Policy

Include Youth is an equal opportunity employer. The aim of its policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of nationality, race, ethnic origin, gender, marital status, sexual orientation, disability, religious belief or political opinion, nor should they be disadvantaged by conditions or requirements which are neither justified nor relevant to the job.

**It is the responsibility of all staff to ensure a harmonious working environment in which the dignity of all employees and service users is respected.**

Please read the following carefully before completing your application.

### **The application :**

Applicants, please ensure that you first read the essential criteria on the person specification and the duties on the job description to see if you are suitable for the post.

### **Personal details:**

Ensure that your contact details are clearly displayed. If you move address between submitting your application and being interviewed, please let us know as soon as possible. All personal details will be removed prior to the selection process

### **Shortlisting:**

Applicants will be shortlisted against the criteria in the person specification.

### **The interview:**

All shortlisted applicants will be contacted with an offer of an interview and this will be confirmed by email. You will be informed of the date, time, location and contact for the interview. If you have any special requirements that would enable you to participate more fully in the interview, please let us know in advance of the interview. Applicants will be asked questions relating to the job description and person specification and the panel will take notes during the course of the interview. This is part of the procedure to ensure that all applicants are treated equally, and to help us to make the right decision.

[In preparation for the interview, please take the opportunity to read through the job description](#) and any other literature sent as part of the information pack, and be prepared to talk about your experience, giving examples that illustrate your ability to do particular parts of the job.



# Reward Statement



## Financial Reward

- Sector competitive salaries
- Employer pensions contributions 7%
- Business expenses
- Enhanced maternity, paternity and adoption Pay
- Enhanced sick pay



## Work/Life Balance

- Standard 35 hour week
- Up to 30 days paid leave and 12 days statutory leave
- Time off in Lieu (TOIL) in compensation for additional hours worked
- Flexible working
- Family friendly policies
- Other leave such as compassionate leave



## Training and Development

- Comprehensive induction training
- Comprehensive in- house training
- On the job learning
- Learning and development linked to Strategic, Operational Plan
- Learning and development linked to individual requests
- Work plans and ongoing supervision
- Continuing professional development
- Strategy and team building days
- Study leave



## Wellbeing

- Wellbeing Champions
- Occupational Health Service
- Return to work interviews
- Free tea/coffee/milk/water fountains
- Clear policies and procedures



## How to Apply

Applications will only be accepted by CV. If you feel you are suitable for the post, please submit your CV and monitoring form with a covering letter or covering email detailing exactly how you meet each essential criteria on your CV – as this is what the short-listing will be based on. All documents should be uploaded by 12 noon on the 21st March 2025 to <https://hr.breathehr.com/v/senior-employability-worker-39713>

The details of this job opportunity can be found on the Include Youth website, <https://includeyouth.org/all-about-us/careers/>, or by contacting [jackie@includeyouth.org](mailto:jackie@includeyouth.org)

Submissions received after this time and date will not be accepted. Interview invites will be issued after this date for the week commencing 24th March 2025.

We look forward to hearing from you, and wish you all the best in your application and the process ahead.

For any queries please contact [jackie@includeyouth.org](mailto:jackie@includeyouth.org)

## Privacy Notice

Include Youth (referred to as "the organisation" throughout this notice) collects and processes personal data relating to job applicants as part of our recruitment process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

This notice sets out the basis on which we collect, use and disclose the personal data of our job applicants, as well as your rights in respect of such personal data.

### What information does the organisation collect and how?

Include Youth collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information from interviews and phone-screenings you may have;
- information about your current level of remuneration, including benefit entitlements; information about your entitlement to work in the UK;
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

We may collect this information in a variety of ways. For example, data might be contained in application forms or CVs (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews or other methods of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made to you. Data will be stored in a range of different places, including on your application record, in our HR management systems and our email system.

### Why does Include Youth process personal data?

Include Youth collects and processes your data for a number of purposes and where we have a legal basis to do so, as follows.

Include Youth has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims. We will not use your data for any purpose other than the recruitment process of which you are a part

### Who has access to data?

Your information may be shared internally within the organisation for the purposes of the recruitment process. This includes members of the HR team, interviewers involved in the recruitment process, and managers in the business area with a vacancy.

We will not share your data with third parties unless your application for employment is successful and an offer of employment is made. We will then share your data with former employers in order to obtain references. In addition, we may need to share your personal information with a regulator or otherwise to comply with the law.

### How does Include Youth protect data?

Include Youth takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our personnel in the proper performance of their duties.

### For how long does Include Youth keep data?

If your application for employment is unsuccessful (including when you have speculatively applied to us in respect of a role which is not available), we will hold your data on file for 6 months. At the end of that period, your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims). If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which employee data is held will be provided to you in a separate privacy notice.

### Your rights

As a data subject, you have a number of rights under data protection law. You can:

- access and obtain a copy of your data on request;
- request Include Youth to change incorrect or incomplete data;
- request Include Youth to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where Include Youth is relying on its legitimate interests as the legal ground for processing; or ask us to transfer your data to another organisation.

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact [karin@includeyouth.org](mailto:karin@includeyouth.org).

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner's Office.

### What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Include Youth during the recruitment process. However, if you do not provide the information, we may not be able to process your application.



### Contact Details

100 Great Patrick Street  
Belfast  
BT1 2LU  
02890 311007  
[www.includeyouth.org](http://www.includeyouth.org)  
@includeyouth

Charity number: NIC103383

include  
**YOUTH**