



Candidate Information Pack Young People Programme Worker (part time)

Thank you for your interest in the role of **Young People Programme Worker** for Harmony Community Trust (HCT) based at Glebe House.

Harmony Community Trust is committed to the principles of appointments based on merit. Independent assessment, openness and transparency are integral parts of our process and HCT is committed to providing equality of opportunity for all individuals. All reasonable adjustments will be made to accommodate the needs of applicants with a disability.

If you would like to speak to someone in connection with any aspect of the process or if you require an application pack in a different format, such large print, audio etc. please email us at recruitment@glebehouseni.org. We look forward to receiving your completed application.

The contents of this pack are:

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Section 1: Overview of Harmony Community Trust

Our purpose

Since 1975 Harmony Community Trust (HCT) has been promoting social inclusion and positive community relations. We are a registered charity, working with children, young people and adults to contribute to a peaceful, fair, inclusive society that respects diversity; a society that values each person's humanity, dignity, aspirations and needs; one in which people challenge sectarian, national, ethnic or social stereotypes, and challenge disadvantage, marginalisation and exclusion; a society in which each person can be an agent of positive change in their own life and the lives of others.

Our focus

Harmony Community Trust is based at Glebe House, in an area of outstanding natural beauty by the shore of Strangford Lough at Kilclief in County Down. From here we provide a shared, safe environment where people of all ages can come together to work, play, develop relationships and have fun.

We do this by providing residential facilities, programmes, and activities which enable people to come together and overcome the barriers put up by poverty, disadvantage, social exclusion, isolation and divisions in society.

HCT is currently rebuilding its programmes for young people following the impact of funding cuts in 2023 and this is an exciting opportunity to help rejuvenate and shape our work with young people.

The contribution of a diverse group of committed volunteers is essential to our work at Glebe House and providing opportunities for meaningful and effective voluntary service is an important element of our programmes.

Our core values

Since its inception, Harmony Community Trust has been guided by a set of core values:

- respect
- equality
- diversity
- inclusiveness
- health and wellbeing
- cooperation
- trust
- friendship
- fun



The Trust gives expression to these values in its dealings with all stakeholders: the adults, young people and children who come to Glebe House; volunteers; employees of the Trust; partner organisations; visiting groups and individuals, and the local community of Kilclief, the Lecale area and more widely in Down and Ards.

HCT's core activities are to:

- provide a shared, safe space that is welcoming and which supports and challenges the people who use it
- develop and run its own personal development and good relations programmes with adults, young people and children
- develop and deliver activities and learning opportunities that help build participants' confidence, resilience, wellbeing and self-esteem
- provide opportunities to other organisations and groups to run programmes and activities using Glebe House facilities and resources, as well as those in the local area
- promote cross-community programmes and projects concerning local history and environmental understanding, respect and sustainability, as part of our common natural and cultural heritage
- address problems of rural isolation and
- afford opportunities for effective voluntary service

Section 2: Job description for the Young People Programme Worker

Purpose of the Role:

The purpose of this role is to develop, organise and manage a programme of cross-community, good relations activities in the Newry, Mourne and Down, and Ards and North Down District Council areas for young people, in a manner which embodies our organisational values and delivers on HCT's objectives for work with young people.

Responsibilities will include:

To promote the values, aims and objectives of Glebe House/HCT. Programmes will be developed within the ethos of the Trust, which includes promoting positive good relations, social development and volunteering, as well as utilising the facilities of the site and surrounding area.

With the supervision of the Programme Manager and in cooperation with volunteers and other programme staff, to develop, organise and manage a programme of cross-community, good relations activities and residentials for young people in the Newry, Mourne and Down, and Ards and North Down District Council areas.

To actively promote social development, well-being and good relations appropriate to the age, experience composition and needs of each group, as well as in keeping with the aims, objectives and ethos of HCT.

To ensure that all Glebe House/HCT policies are adhered to, particularly in relation to the safeguarding of children and vulnerable adults, and health and safety.

Specific Duties:

To market projects throughout the area, targeting individuals and participants from identified groups, including those that may be hard to reach, making full use of the facilities and experience of Glebe House as well as the surrounding district.

To organise and run programmes in partnership with community groups and other organisations. Programmes will actively promote positive community relations and meet the social and developmental needs of the participants.

To support volunteers, facilitators and sessional staff working on the programmes and ensure that proper standards are maintained in accordance with the Policies and Procedures of Glebe House / HCT, in particular the Safeguarding and Health & Safety Policies, training and support for their work.



To carry out administrative tasks in connection with the work and in compliance with the requirements of funders. This will include record keeping producing reports and updating monitoring returns.

To network and make contact with relevant voluntary and statutory organisations and to liaise with families, schools, Social Services and other agencies as appropriate in relation to children and young people participating in HCT programmes.

Any other duties which may arise and are connected to the work of Glebe House. These will be carried out under the direction of the Programme Manager.

Management and Supervision:

The Young People Programme Worker will report to the HCT Programme Committee of the Council of Management and will be supervised by an appropriately qualified and experienced member of the Council.

Terms and Conditions:

The post is part-time.

Salary is £26,000 per annum pro rata.

Pension and annual leave arrangements will be agreed on appointment.

Section 3: Person Specification for the Young People Programme Worker

<p>Values</p>	<p>Supports the values aims and ethos of HCT in promoting a positive Good Relations experience for children and young people in a caring and communal atmosphere.</p> <p>Is customer focused, committed to providing a high level of service to users, funding bodies and the community.</p>
<p>Qualifications and Experience</p>	<p>Has a relevant qualification and at least two years' experience of groupwork with children and/or young people.</p> <p>Can evidence the ability to work with young people from a wide variety of different backgrounds, particularly with those from a disadvantaged background.</p> <p>Can evidence the ability to actively promote social development, well-being and good relations appropriate to the age, experience composition and needs of each group, as well as in keeping with the aims, objectives and ethos of HCT.</p>
<p>Communication & Engagement</p>	<p>Can evidence the ability to market projects across diverse communities, securing engagement in programmes by individuals from identified groups, including those that may be hard to reach.</p> <p>Can evidence the ability to communicate effectively both verbally and in writing, varying the style of communication to meet the needs and preferences of different stakeholders.</p> <p>Can evidence the ability to network and make contact with relevant voluntary and statutory organisations and to liaise with families, schools, Social Services and other agencies as appropriate in relation to children and young people participating in HCT programmes.</p>
<p>Programme Development and Evaluation</p>	<p>Can evidence the ability to develop programmes of work with young people to achieve specified outcomes, making full use of the facilities and experience of Glebe House and the surrounding district.</p>

	<p>Can demonstrate experience of monitoring and evaluating groupwork programmes using a range of appropriate evaluation tools.</p> <p>Can demonstrate the ability to carry out administrative tasks in connection with the work and in compliance with the requirements of funders. This will include record keeping, producing reports and monitoring returns.</p>
Teamwork	<p>Can evidence the ability to support volunteers, facilitators and sessional staff working on the programmes and ensure that proper standards are maintained in accordance with the Policies and Procedures of Glebe House / HCT, in particular the Safeguarding and Health & Safety Policies.</p> <p>Shows reliability and resilience in difficult circumstances. Remains calm and confident, and responds logically and decisively in difficult situations.</p>
Other	<p>Is willing to work flexible hours when needed.</p> <p>Is willing to undertake any of the tasks associated with running a Children and Youth Programme.</p>

Necessary conditions for this role:

The successful candidate must be entitled to reside and work in the UK.

The role involves direct contact with young people and vulnerable adults. The successful candidate must complete an Access NI 'Enhanced' check.

Section 4: Application and Selection Process

4.1 Completed application forms should be emailed to

recruitment@glebehouseni.org applications must be received by 12 noon on Friday 10th May 2024. Late applications will not be accepted.

The time of receipt of applications will be formally recorded and acknowledged.

To ensure equality of opportunity for all, applications will not be examined until after the closing deadline. In addition, CVs, letters, or any other supplementary material in place of, or in addition to, completed application forms will not be accepted.

In completing the application form you must use Arial Font Size 12. The layout of the application form should not be changed or altered in any way. Any attempt to alter the form may render your application invalid.

Applicants invited to interview will not be eligible for reimbursement of travelling expenses.

4.2 Following submission

- All applications received by the deadline will be anonymised prior to review by the selection panel to determine those applicants suitable for interview.
- Applicants will be informed of the outcome following the sift stage.
- Applicants deemed suitable will be invited to attend an interview and assessed against the person specification (approx. 40 minutes).

4.3 Selection panel and interview

The panel will consist of three persons and will be chaired by the Chair of Harmony Community Trust.

Following interview, applicants whom the selection panel assess as not deemed suitable for appointment will be advised of the panel's decision once all interviews are complete.

The successful candidate will be contacted. Please note that successful candidates will be expected to complete an Access NI Disclosure Certificate application form to enable a Basic Clearance check to be carried out (further information on Access NI and Disclosure Certificates can be found at www.accessni.gov.uk). As this can take a number of weeks the candidate may be appointed subject to a satisfactory completion of the Basic Clearance check.



4.4 Feedback

Harmony Community Trust is committed to ensuring that the process used is fair and transparent. Feedback requests should be directed to the Chair of the Interview Panel, who will be responsible for providing feedback in respect of decisions taken at sift stage as well as at interview.

All requests for feedback are welcome and can be made at any stage of the competition.

4.5 Privacy notice

Harmony Community Trust is fully committed to complying with the terms and principles of the Data Protection Act 2018 (the Act) which came into force on 23 May 2018.

4.6 Other Information

You will be asked at interview stage to declare if you have been convicted of a criminal offence (other than minor motoring offences) which is not spent in accordance with the Rehabilitation of Offenders Act 1974, subject of any legal, criminal or statutory investigations or actions, or if any are pending; adjudged bankrupt or made a composition or arrangement with your creditors over the past 10 years; dismissed from any public office over the past 10 years; disqualified from acting as a company director or in the conduct of a company, or are under investigation in relation to a potential directors disqualification; a director, partner or manager of a company which has gone into liquidation, receivership or administration.

Annex A: Competence-Based Interviews

Competence-based selection is currently the most common method of making appointments in Northern Ireland. What this means is that the onus is on you to provide evidence of workplace or personal performance which demonstrates that you can perform to the specified standard.

Under each of the person specification headings in the application form you will be asked to provide specific and relevant examples of past actions and behaviour which illustrate how you meet the requirements of the role.

It's not just what you have done – but also how you did it. You can use examples from your working life or your personal life including any private, voluntary or community work you are or have been involved in.

It is not sufficient to simply list the various posts that you have held. Assumptions will not be made from the title of your post or the nature of your organisation as to the experience, qualities and skills gained.

You should structure your responses by setting a context for your examples, explain what you were trying to achieve, describe what you actually did and why, indicating your own individual contribution, and outline the outcome or results.

The following model may help you structure your examples and express them in a logical manner:

Challenge: Describe a specific example(s) that relates to the competence. Use actual examples, rather than 'how you would do something'.

Context: Explain the context or background to the example. Who else was involved? What were the particular circumstances etc.? (e.g. colleagues, clients, shrinking budget, low morale).

Action: Outline the specific actions you took to meet the challenge and how you behaved. If your example includes activities undertaken by a team, focus on your unique role and not that of the team as a whole. Avoid statements that describe your personal beliefs or philosophies.

Result: Describe the outcome that you achieved.