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Application Pack

**Youth Support Officer
CAER Heritage
Action in Caerau and Ely**

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Overview of the Post

Position: Youth Support Officer (CAER Heritage)

Location: Ely & Caerau

Closing date: Monday 14th September 5pm

Job details

Hours: 15 per week

Days: Includes regular evening and some weekend working (to be confirmed)

Location: Ely & Caerau

Salary: ACE Grade 2 - £21,930 per annum (pro rata)

Contract: Fixed-term, end date March 31st 2022 (with a possible 1 year extension).

We are recruiting a new staff member to deliver youth-led, evening provisions for young people aged 10 - 18 in Ely & Caerau as part of CAER Heritage's Curiosity Club. With experience of delivering heritage themed activities, the post will work in partnership with young people, volunteers and partner organisations to develop and embed youth-led activities in an after-school club and evening provisions.

'Curiosity Club' is a new, innovative youth project developed and led by ACE's CAER Heritage Hidden Hillfort and funded by Children in Need Curiosity Grant. This will be an open-access after-school club and later, an evening provision with a focus on STEM (Science, Technology, Engineering and Maths) activities. Curiosity Club will build on and complement existing heritage community activities (e.g. CAER Heritage Hidden Hillfort) enabling young people to lead and direct STEM experimental archaeological initiatives, present research questions and get hands-on with the past.

You will report to the CAER Hidden Hillfort Senior Development Officer and be part of the CAER Heritage team. You should have experience of delivering heritage, archaeological and/or experimental STEM activities with young people. You should have a good understanding of how to support and develop young people in an informal learning environment. Although it is not essential for the role, we particularly welcome Welsh speaking applicants.

To request an application pack please contact:

Email: recruitment@aceplace.org

Telephone no: 02920 003132

Address: Ourplace: Dusty Forge, 460 Cowbridge Road West, Cardiff, CF5 5BZ

Or visit our website www.aceplace.org

Closing date: Monday 14th September 5pm

Introduction to ACE

Ely and Caerau

Ely and Caerau (two ward areas in the west of Cardiff) together constitute the largest housing estate in Wales with a population of approximately 26,000. Built after the first and second world wars respectively, Ely and Caerau provided social housing and secure employment with local manufacturing companies. Between the early 70s and mid 90s all these employers closed or relocated their local functions. The legacy of this collapse of local employment is a community characterised by high unemployment and in-work poverty related to 'underemployment' in insecure, part time, low paid, city centre based service sector jobs. As a result, people in Ely and Caerau struggle with a range of problems related to poverty including:

- high levels of income-related benefits
- poor educational attainment
- poor health and life expectancy (4 years less than the Cardiff average)
- high levels of mental health problems

Ely and Caerau both feature in the top 10% of the Welsh Index of Multiple Deprivation.

In 1991 Ely was the focus of disturbances which were reported in the national news as a 'riot'. This, along with the general reputation of the area, has contributed to a sense of stigma. There is a tendency, amongst decision makers, to see the community as one with multiple problems that need fixing, and a related sense of dependency.

Despite all this, Ely and Caerau exhibit many of the characteristics which might be called upon to contribute to community resilience, including: significant community spirit and pride, strong social networks and a willingness to 'get involved' in local action.

Mission

ACE – Action in Caerau and Ely is a community organisation located in West Cardiff. We have over 1000 local members, many of whom are active contributors to local community development and regeneration efforts. Over half our staff team live in Ely and Caerau. We base our work on the following principles:

- Local people know their community best
- Everyone has something unique to contribute
- Everyone's contribution should be valued equally
- Poverty should not be accepted as a fact of life
- Social injustice should be challenged and changed

These commitments lead us to take an approach influenced by theories of 'co-production' and asset based community development. This means we work with local people as full participants in the design and delivery of services and activities. We experience and treat our community not primarily as a problem needing solving but as a vibrant network of communities that has many assets and opportunities that have been undervalued and ignored – these include skills, knowledge, experience, social networks, good will, buildings, land, resources, culture and heritage. ACE has a high profile and strong reputation in Cardiff and further afield for developing these resources to serve a holistic approach to community regeneration, to create community resilience and to tackle poverty. We are increasingly called upon to support the development of similar initiatives in other areas of the city.

Vision

In this context ACE seeks to meet the need for:

- A local organisation that can co-ordinate, harness and promote a positive vision for our community
- An organisation that can co-ordinate and facilitate a range of responses towards this vision and can mobilise local people to participation and action
- A holistic approach to tackling a range of elements related to poverty that cuts across themes/silos (food poverty, fuel poverty, unemployment, underemployment, low educational attainment, poor physical and mental health etc)
- A clear and collaborative approach to developing a more resilient community

ACE works with communities to achieve lasting positive change for an equal and just Cardiff. We believe everyone has something unique to contribute.

Job Description: Youth Support Officer

POST: Youth Support Officer
RESPONSIBLE TO: CAER Senior Development Officer

Hours: 15 per week

Days: Includes regular evening and some weekend working (to be confirmed)

Location: Ely & Caerau

Salary: £21,930 per annum (pro rata)

Contract: Fixed-term, end date March 31st 2022 (with a possible 1 year extension).

Responsible for: Delivery of heritage, archaeological and/or experimental STEM activities in partnership with young people

ROLE SPECIFIC TASKS

1. *Contribute to the development of, and deliver youth led activities with an emphasis on heritage, archaeological and experimental STEM activities.*
2. *Manage and supervise volunteers helping to deliver activities.*
3. *Engage, recruit and monitor the progress of young people and volunteers.*
4. *Identify and engage with key partners necessary for successful delivery.*
5. *Facilitate young people and volunteers in planning and the delivery of youth activities.*
6. *To implement and promote ACE Safeguarding policy and procedure.*
7. *Seek out and draw upon examples of good practice.*

PROJECT SPECIFIC TASKS

Community and Service Provider Involvement

1. *To engage with and support young people to attend and utilise the facilities.*
2. *To run and oversee the provision.*
3. *To help establish and maintain project plans for the provision.*
4. *Help recruit and support volunteers involved in the work*
5. *Help to embed the values and principles of youth work into all aspects of the work*
6. *To help in identifying and securing appropriate funding streams.*

Training

1. *To undertake continual professional development as required for the role.*
2. *To help prepare and implement training and development programmes that support both individual volunteers.*

GENERAL TASKS

1. *To work within and promote all policies and procedures.*
2. *To keep accurate records including statistical information where appropriate.*
3. *To provide written reports and information as requested.*
4. *To work at other locations as and when required.*
5. *To attend supervisions, training and meetings as and when required.*
6. *To work flexible hours as appropriate to the needs of the post (including weekend and evening working).*
7. *Any other reasonable duties requested by the line manager.*

This job description outlines the general ways in which it is expected you will meet the overall requirements of this post.

The list of tasks is not an exclusive one and duties may vary from time to time. This job description is subject to regular review.

Although it is not essential for the role, we particularly welcome Welsh speaking applicants.

PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE

- Experience of delivering heritage, archaeological and/or experimental STEM activities to young people
- Relevant volunteer development and support experience
- Experience of designing and developing youth events and activities

KNOWLEDGE AND JOB REQUIREMENTS

- A good understanding and experience of supporting young people in an informal learning environment
- A good understanding of issues facing young people in the area and how to overcome barriers
- A good understanding of youth work principles and how to apply these in area
- Experience in the development and support of volunteers
- A good understanding of equalities and working to diverse needs
- Possesses a high level of inter-personal skills for dealing with young people, colleagues, visitors and partners
- Can complete reports and assessments

ADDITIONAL JOB REQUIREMENTS

- Demonstrates resourcefulness, initiative and a positive Can Do attitude.
- Is adaptable and takes responsibility
- Is organised, confident, reliable, honest, punctual and enthusiastic
- A good team player who will support colleagues
- Possesses good ICT skills

Application Process

Closing date: Monday 14th September 5pm

Application Forms:

Please return completed application forms to recruitment@aceplace.org before the closing date.

Please include your name and the post title in the subject; you will receive an automatic response confirming delivery

Or, please send a hard copy to:

ACE OurPlace: Dusty Forge
460 Cowbridge Road West
Ely
Cardiff
CF5 5BZ

Interviews: Interviews will take place at the Dusty Forge, date TBC

We regret that we will only be able to reply to and give feedback to short-listed applicants.