

Application Pack



Application Pack: Children & Young People Community Worker/Activator



PASSIONATE ABOUT INVESTING IN CHILDREN & YOUNG PEOPLE IN & OUT OF SCHOOL

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One In A Million Charity, Bradford

'Passionate about investing in children and young people in and out of school'

Children & Young People Community Worker/Activator **Woodside, South Bradford**

One In A Million Charity is looking to appoint a Children & Young People Community Worker/ Activator who will develop and deliver sessions in the Woodside area of South Bradford.

Job Title:	Children & Young People Community Worker (Activator)
Salary:	20 hours per week at £12.35 per hour
Contract:	Fixed term until 31 st August 2026 (with potential for extension subject to funding).
Start date:	September 2025
Closing date:	Monday 18 th August 2025 (10am)
Job location:	One In A Million Offices at BCAFC, Woodside Community Centre and various other locations in the Bradford district.
Reporting to:	Community Pathways Development Officer
People Responsibility:	Children & Young People, Volunteers & Sessional Coaches.
Budget Responsibility:	None

ONE IN A MILLION'S VISION, MISSION & VALUES

Our overall aim is to make a positive difference to disadvantaged young people's lives by cultivating self-esteem, respect, aspiration and resilience. Our ethos is rooted in our charity name, where every young person is celebrated and valued as 'one in a million'.

Our vision is child centric placing children and young people at the heart of all that we do. Our passion is to break the cycles of deprivation over their young lives, in order for them to make better life choices for themselves and their communities.

Our mission is to engage, enrich and enhance the life chances of all children and young people who attend One In A Million using Sports, the Arts and Enterprise programmes along with other activities underpinned by the methodology in our Theory of Change.

Our core values are compassion, honesty, integrity and excellence. They are the central foundation to all we do. They are the DNA that runs throughout our organisation shaping our culture and ethos. We believe that every child is unique and valued.

ROLE SUMMARY:

- Devise, develop & implement a varied programme of activities for children and young people age 5-18, predominantly in the Woodside area of the Bradford District. Ensuring delivery is of a high standard and in line with One In A Million's Vision, Mission and Values.
- Engage, enrich and enhance children and young people through our community pathways development programme using Sports, the Arts and Enterprise programmes along with other activities underpinned by the methodology in our Theory of Change.
- To play your part to raise the aspirations, self-esteem and wellbeing of children and young people, whilst providing support to fellow staff, coaches and volunteers.

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Dear Applicant

Thank you for requesting information about our current role. We are delighted that you are considering joining our team.

Are you a One In A Million person? Do you care about children and young people? Do you want to see them grow and increase their life aspirations? Do you share our core values: compassion, honesty, integrity, and excellence? Are you self-motivated? Do you want to make a difference in the lives of young people?

If you've answered 'yes' to the above then you could be what we're looking for and we would warmly encourage you to apply.

One In A Million is a Bradford based charity that works in disadvantaged communities, through Sports, the Arts and Enterprise programmes engaging children and young people. Our strategy is achieved through our Hub & Spoke model, which is often referred to as our Wheel of Hope (see appendix 1). Our daily programmes enable us to use formal and informal education as a delivery mechanism to break the cycles of deprivation over their young lives, valuing and celebrating their uniqueness, letting them know they are 'one in a million'.

Our Passion: is to make a difference to our city. We work within parts of the Bradford District, which fall within the top 1% of national deprivation. Our motivation is to help change the negative statistics that hover over children and young people so that they can thrive in their mental, emotional, social and physical wellbeing.

Our Goal: is to improve children and young people's confidence, self-esteem, wellbeing and skills through activities delivered in a fun and safe environment.

Our Hope: is to in-still young people with confidence, knowledge and skills, providing progression pathways into certifications, accreditations and qualifications, supporting them on their journey to be work ready.

Our Values: Compassion, Honesty, Integrity and Excellence.

Our Family: One In A Million was established in 2005 with our first community activity taking place on 6th May 2006. One In A Million's charitable objectives are implemented through our three main departments: Community, Corporate Events and Sponsorship, and OIAM Free School.

- **Community** – provides sports, arts and enterprise themed activities, which are delivered through our engagement, enrichment and enhancement curriculum programmes.
- **Corporate Events and Sponsorship** – is our fundraising department. Their work is split into two areas; restricted and unrestricted funding and includes a programme of events and activities to engage individuals and businesses to support our work. We also have a bid-writer who applies to charitable trusts, foundations and for grants.
- **OIAM Free School** – is a mainstream secondary school established as an academy. Our curriculum is broad and balanced with a strong emphasis on Sports, the Arts and Enterprise.

I hope the application pack attached gives you an insight into what we are about and helps you to write an application that catches our attention.

Yours sincerely



Wayne Jacobs - Co-founder/CE

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JOB DESCRIPTION

Below is a full description of the role. The details will be discussed during interview and, if you are successful during your induction.

KEY RESPONSIBILITIES:

Your key responsibilities and duties are:

- Always demonstrate the OIAM core values: compassion, honesty, integrity and excellence.
- Engage children and young people, primarily in the South Bradford community, by leading and supporting our "Enrich, Enhance and Engage" programmes. These include activities in Sports, Arts, and Enterprise, delivered through kids and youth clubs, taster sessions, holiday clubs, and other targeted events at community centres, sports facilities, outdoor areas, and schools.
- Assist the Community Pathways Development Officer in identifying and creating development pathways for children and young people. Offer targeted activities that use specialist coaching and training, potentially leading to certifications, accreditations, and qualifications. Support young people in attending sessions at other centres when needed.
- Help identify and provide threshold experience opportunities (visits, trips and residential) to enrich young people's lives.
- Support accreditation programmes that expand the knowledge and skills of young people, helping them prepare for adult life and employment.
- Mentor and support young people in developing a youth voice within the South Bradford community, contributing to OIAM's wider District Youth Voice, and helping them influence local and district-wide decisions and OIAM activities.
- Supervise sessional coaching staff, apprentices, volunteers, and work placement participants during sessions.
- Identify and support families in need by connecting them with assistance for essentials such as food and clothing.
- Lead and deliver virtual Sports, Arts, and Enterprise sessions during situations like lockdowns when in-person sessions aren't possible.
- Follow and implement all OIAM Policies and Procedures, including but not limited to Health and Safety, Safeguarding, Child Protection, Whistleblowing, and Equality and Diversity.
- Complete risk assessments for all sessions.
- Attend all required safeguarding, health and safety, and specific training sessions.
- Participate in weekly community team meetings.
- Accurately register and record attendance of children, young people, and volunteers using OIAM's information system (currently Knack), following Safeguarding and Data Protection protocols.
- Manage cash and cheques according to OIAM's financial policies and procedures.
- Maintain OIAM's equipment and kit, ensuring they are safely stored.
- Attend local community forums and build partnerships with individuals, organisations, and services such as ward officers, schools, community groups, youth services, Bradford Children's Services, sports and arts clubs, the police, WY Sports, Sport England, and funding agencies.
- Stay informed about local, regional, and national developments in sports, arts, and education that may affect OIAM's activities, including funding opportunities.
- Help identify potential income and funding sources to support and sustain OIAM's programmes, in line with the organisation's vision.

SUPPORT FOR CHILDREN & YOUNG PEOPLE:

- Build positive relationships with children and young people, interacting with them appropriately.
- Promote inclusion and ensure all children and young people feel accepted.
- Encourage active participation in activities led by staff.
- Foster mutual respect among children, staff, visitors, the wider community and their environment.
- Help children and young people identify, develop, and celebrate their skills, talents, and achievements.

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- Manage conflicts and incidents quickly and appropriately, following OIAM's policies and procedures.

GENERAL RESPONSIBILITIES:

In addition to the responsibilities, you are expected to:

- Follow all OIAM policies and procedures, staying committed to its mission and values.
- Take responsibility for your own health and safety and that of others.
- Handle any personal information appropriately and in line with Data Protection regulations (GDPR).
- Comply fully with OIAM's safeguarding policies and commitment to the safeguarding of children and young people.
- Work with all individuals in an inclusive and non-discriminatory manner to promote equality.
- Comply with all legal, contractual, and reasonable requirements of venues used for OIAM activities.
- Build and maintain positive relationships with suppliers and external service providers.
- Act as an ambassador for OIAM, behaving in a professional manner both in and out of work promoting and upholding its reputation at all times.
- Make positive contributions to daily life at OIAM.
- Support strong internal working relationships across the organisation.
- Help ensure that communication within OIAM is clear, effective, and efficient.
- Undertake any other reasonable tasks as assigned by the Senior Leadership Team, your Line Manager, or a designated person. You may occasionally be asked to assist with other projects or cover for colleagues, with these additional duties agreed upon with the Chief Executive.
- Take part in training, learning opportunities, and performance development activities to support your personal and professional growth.

- **Do you have compassion, honesty, integrity and excellence as values?**
- **Do you relish the opportunity to make a difference to the lives of children and young people in Bradford?**
- **Do you want to work for a charity who put children and young people first, value their staff?**
- **Do you want to be part of a growing and thriving charity?**

Please email emma.bass@oneinamillion.org.uk to request an application pack.

For more information, please visit our website: www.oiam.org/community.

This role is subject to those who have the right to work in the UK. One In A Million Charity is committed to the safeguarding of children so all our appointments are subject to a satisfactory enhanced DBS check. We are committed to Equal Opportunities.

Person Specification

ATTITUDES

Aspect (assessed at Application & Interview)	Essential / Desirable
An understanding of and commitment to the mission and vision of One In A Million	E
Able to demonstrate how the values of One In A Million have been expressed in your life and work	E
Clear understanding of compassion and how it is worked out in life	E
Work honestly and speak the truth with kindness	E
Show how integrity is central to your life and why it is crucial	E
Demonstrate excellence in all facets of work	E
A team player able to motivate self and others	E
Committed to individualised and personalised learning with an inspiring, enthusiastic approach that engenders a desire for learning	D
Understanding of the process of learning	D
Committed to using a variety of learning environments and resources, including technologies, as appropriate, to maximise engagement, enrichment and enhance	E
Treats everyone with respect and dignity and shows commitment to Equality and Diversity and its effective implementation	E
Committed to Continuing Professional Development both personally and for colleagues	E
Committed to collaborative learning and partnerships	E

SKILLS & EXPERIENCE

Aspect (assessed at Application & Interview)	Essential / Desirable
Experience of working with children within 5-19 age range	D
Providing a safe environment to ensure the physical and psychological safety of the children and young people	E
A commitment to the holistic development of children and young people, specifically their character development	E
Evidence of community engagement activities and/or delivery	D
Experience of making effective use of ICT, including using management information systems for recording outcomes	D
Ability to decision make, identify and solve problems and seize opportunities	E
Well-developed interpersonal and communication skills (including written, oral and presentation skills)	E
Ability to manage change, showing flexibility, adaptability and resilience	E
Able to build strong relationships with key people in relevant organisations	E
First Aid Qualification, desirable at Application and Interview, but essential on starting the role.	D