

# Recruitment Pack



## Recruitment Pack: Children & Young People Community 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 Activator South Bradford

Salary: 18.5 hours per week at £11.75 per hour  
Contract: Fixed term until August 2024 (with potential for extension subject to funding).  
Start date: August 2023  
Closing date: Wednesday 2<sup>nd</sup> August (10am)  
Reporting to: Community Pathways Development Officer

- **Do you relish the opportunity to make a difference to the lives of children and young people in Bradford?**
- **Do you want to work in a charity where children come first?**
- **Do you want an employer who values their staff?**
- **Do you want to work in a values led environment?**
- **Do you want to be part of a growing and thriving charity?**
- **Do you always put children and young people first?**

If you answered "**YES**", then this is the opportunity for **YOU**. The position is available for project delivery predominantly within the South Bradford area of the Bradford District.

We are a values-led charity. Children are at the heart of all that we do. We believe that every child is unique and should be valued for being who they are. We are a thriving charitable organisation that offers the successful candidate the unique opportunity to help shape the future development of our children and young people.

This role will be to devise, develop and implement a variety of programmes and activities for the children and young people of the Bradford District in collaboration with our community team.

The successful candidate will be children and young people focused and will be confident in dealing with a variety of situations.

#### **To consider this role you would have to ask yourself:**

**Am I *compassionate*? Am I *honest*? Do I act with *integrity*? Do I believe in *excellence*?**

If you can say yes to the above and have the appropriate experience then we would encourage you to apply.

The first step in the journey is for you to request an Application Pack. Email [emma.bass@oneinamillion.org.uk](mailto:emma.bass@oneinamillion.org.uk). All completed applications should be returned to this same email address.

Closing date: Wednesday 2<sup>nd</sup> August 2023 (10am)

Also, please visit our website [www.oiam.org/community](http://www.oiam.org/community)

One In A Million Charity, Cliffe Terrace, Bradford, BD8 7DX. Tel: 01274 723439

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.

# Recruitment Pack

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/CEO

# Recruitment Pack

## Hub & Spoke

The ethos and vision of the One In A Million is based upon our extensive experiences of delivering successful community based programmes in Sport, the Arts and Enterprise.

The 'Hub and Spoke' model links the One In A Million Free School (hub), the 5 constituencies of Bradford (spokes), and an example of some of our community activities that we have delivered over the years (outer rim).

Our "Wheel of Hope" vision places pathways for children and young people at the heart of all that the charity does to ensure that our innovative informal and formal education projects reach as many children and young people as possible in and out of school throughout the Bradford district.



# Job Description

JOB TITLE:	Children & Young People Community Activator
JOB LOCATION:	One In A Million Offices at Bradford City AFC, South Bradford and other various locations in the Bradford district.
REPORTS TO:	Community Pathways Development Officer
PEOPLE RESPONSIBILITY:	Volunteers, children and young people attending and/or involved in activities.
BUDGET RESPONSIBILITY:	None

We are a values-led charity. Children are at the heart of all we do. We believe that every child is unique and should be valued for being who they are.

## 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, predominantly for the children & young people of South Bradford (and 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.

## KEY RESPONSIBILITIES:

**Your key responsibilities and duties are:**

- Demonstrate the OIAM core values: compassion, honesty, integrity and excellence at all times.
- Responsibility for engaging children and young people predominantly in the South Bradford community and lead and support our enrich, enhance and engage delivery programmes through quality activities around Sports, Arts, Enterprise. This includes our kids and youth clubs, taster courses, holiday clubs and other targeted sessions, these can be delivered in (but not limited to) community and sports centres, outdoor spaces and schools.
- Help to support our Community Pathways Development Officer identify and create pathways to develop Children and Young People by offering targeted activities in Sports,

# Job Description

Arts and Enterprise using specialist coaching and training that could lead to certification, accreditations and qualifications. This includes assisting children and young people to attend other centres for that development.

- As part of our community team identify and provide threshold experience opportunities (visits, trips and residential) to enrich children and young people's lives.
- Assist with accreditation opportunities and pathways to broaden the knowledge and skill set of our children and young people supporting them to transition into adult life and the world of work.
- Support and mentor young people to create a youth voice in the South Bradford community contributing to OIAM's wider District Youth Voice helping them to have an active voice in shaping their local community, district wide initiatives and OIAM activities.
- Supervision of sessional coaching staff, apprentices, volunteers and work placement prior to and during sessions.
- Identify families in need (that may need assistance with food/clothing and facilitate that support).
- Lead and support various virtual delivery programmes around Sports, Arts and Enterprise in the event of situations like lockdowns where face to face delivery isn't possible.
- Implementation and adherence to relevant OIAM Policies and Procedures, including but not limited to Health and Safety, Safeguarding, Child Protection, Whistleblowing and Equality and Diversity.
- Conduct all necessary risk assessments for all sessions.
- Attend all safeguarding, health and safety and identified specific training.
- Attend weekly community team meetings.
- Register & record participation of children and young people (& volunteers) using OIAM's management information system (currently Upshot) in line with OIAM's Safeguarding and data protections procedures.
- Handle cash/cheques in line with financial policies and procedures.
- Maintain OIAM's Activity Equipment & Kit and ensure safe storage.
- Attend local community forums and where necessary develop partnerships and relationships with appropriate individuals, organisations and services. This could include but not limited to, the local ward officer, schools, community organisations, youth service providers, Bradford Children's services (BDMC), Sports/Arts Clubs (Professional & Amateur), Police, WY Sports, Sport England and Funding Agencies.
- As part of the community team keep up-to-date with local, regional and national sports & education strategies, events and campaigns, which may impact on OIAM's activities including funding opportunities and other related initiatives.
- Help identify opportunities for income generation and funding to develop OIAM's Activities and Coaching, to ensure sustainability of provision; in line with the OIAM vision.

## **GENERAL RESPONSIBILITIES:**

In addition to the specific responsibilities detailed above, the following general responsibilities apply: -

- Comply with all OIAM's policies and procedures, ensuring commitment to the mission and values.
- Take responsibility for Health and Safety of yourself and that of others.
- Ensure that all personal information that you have responsibility for, regardless of format, is held, maintained and used in accordance with Data Protection regulations (GDPR).
- Comply with OIAM's requirements for and commitment to the Safeguarding of Children and Young People.
- Working with all children, young people and adults without prejudice to establish and implement effective strategies for equality.
- Comply with all contractual, legal and reasonable requirements of any venue being used by OIAM for its activities.
- Foster good relationships with external organisations that provide goods and services.

# Job Description

- Proactively promote and uphold OIAM acting as an Ambassador.
- Behave in a professional manner (both in and out of work) ensuring that One In A Million is not brought into disrepute.
- Make an effective contribution to day to day OIAM life.
- Assist in the development of excellent working relationships throughout OIAM.
- Contribute to ensure communication within OIAM is clear, efficient and effective.
- Carry out any other reasonable duties associated with the post as instructed by the OIAM Senior Leadership Team, your Line Manager or delegated person. It should be noted that from time to time there may be an expectation that this role would input into other projects OIAM is involved in and it could require deputising for members of your team in their absence. Any additional responsibilities, even short-term ones, will be agreed with the Chief Executive in discussion with the post holder.
- Participate in training, learning activities and performance development as required to commit to ensuring your own personal development.

## **SUPPORT FOR CHILDREN & YOUNG PEOPLE:**

- Establish constructive relationships with children and young people and interact with them appropriately.
- Promote the inclusion and acceptance of all children and young people
- Encourage children and young people to interact with others and engage in activities led by the staff.
- Encourage all children and young people to show respect for each other, staff, visitors and their environment.
- Support children and young people in recognising, developing and celebrating their skills, talents and achievements.
- Deal promptly with conflict and incidents in accordance with our policies and procedures.

## **ELIGIBILITY:**

All vacancies are based in the UK. It is unlawful to employ a person who does not have permission to live and work in the UK and we will therefore only consider applications from candidates who are eligible to work in the EU.

## **SAFEGUARDING:**

One In A Million is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and appointment is therefore subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service.

- In common with all employees this role includes responsibility for promoting and ensuring the safeguarding and welfare of children and young persons with whom you come into contact with.
- Adherence to the OIAM Child Protection Policy Statement is required at all times.
- If you become aware of any actual or potential risks to the safety or welfare of children or young people this must be reported to OIAM's Designated Safeguarding Lead or deputy.
- Comply with all safeguarding measures ensuring safeguarding for all.

I have read and understood the content of this Job Description and agree to meet its requirements to the best of my ability. I accept that the requirements will form the basis for any review of my role and performance. Should I wish to discuss possible amendments to its contents then I will arrange to discuss this with my line manager. I understand that OIAM reserves the right to make amendments to my job description.

Signature .....

Print Name ..... Date:.....

## Person Specification

### ATTITUDES

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



## Person Specification

### SKILLS & EXPERIENCE

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