



Recruitment Pack for Harpurhey Neighbourhood Project Part Time Youth Worker

Harpurhey Neighbourhood Project is recruiting for a Youth Worker. This recruitment pack gives an overview of Harpurhey Neighbourhood Project (HNP) and the activities and opportunities we provide. Also provided is a full job description and person specification for the job role advertised. This information is provided to give applicants a basic understanding of the values and aims of the organisation and the information HNP believe is needed to complete the application form.

Rate of pay: £13.74 per hour

Hours of work: 16 hrs per week (Flexible working, with some evening and occasional weekend hours)

Contract period: 2 years (subject to contract)

Annual leave: Generous holiday allowance plus bank holidays

Closing Date: 8th March 2024

* Please be aware, due to the historic levels of applications in the past we will be unable to notify people who have been unsuccessful in reaching the interview stage.

About Harpurhey Neighbourhood Project

Harpurhey Neighbourhood Project was established in 1977 by local residents from Harpurhey, in 2001 the community centre was opened with the aim of provisioning space, support, activities and opportunities to the community of Harpurhey. The vision of HNP as a grassroots charity is 'to be a part of a community, support residents to build on their strengths and overcome systemic inequalities. We aim to ensure that the project is community centred, community focused, and community driven.

Our core values are:

- Being community focused
- Providing opportunities for all
- Helping people to help themselves
- Unlocking potential
- Supporting and nurturing
- Bridging gaps

Based in the heart of Harpurhey we offer a variety of services and activities delivered by ourselves and by partner agencies based in the building which include Wellbeing Centre activities, Information Advice and Guidance service, and Tenants Union sessions. Our

community centre and project works well with other local value aligned organisations to provide opportunities for engagement and support for people of all ages.

Overview and Purpose of Role

We have a core team of employed staff, who work alongside a core group of volunteers. We are looking for a motivated, friendly, empathetic person who has strong knowledge and understanding of the local area and varying needs of the community. This person will take an integral role for the project, supporting the development and delivery of youth work and community project work at HNP. The role will be in a community facing role interacting with centre members and people from the local community, partners from across Harpurhey and the city of Manchester, with a large focus on community groups and sessions for children and young people, including some day to day administration responsibilities.

The role will mainly be focusing on outreach to develop new relationships, working alongside centre delivery partners, exploring current and new areas of work to meet the needs of the local community, and developing and delivering some workshops and sessions.

Role duties and specification:

- Work closely with the centre manager to plan and deliver activities in line with the needs of HNP
- Work closely with community members and/or young people, on 121 sessions, small group work, and in larger open access spaces
- Develop new activities, workshops, and sessions for young people, families and community members
- Outreach work
- Build and develop links with local groups and services
- Planning meetings and events
- Support on facilitating community events
- Identifying community members needs, problems, and barriers
- Create opportunities for community and youth voice
- Basic administration
- Hold safeguarding responsibilities supported by the Designated Safeguarding Lead

Personal Skills and Qualities

	Desirable	Essential
Degree level qualification relevant to role		
Hold A-level/Level 3 or equivalent qualification relevant to role, supported by work experience and continuous professional development	X	
Friendly and outgoing personality able to build and maintain relationships with local community members and external organisations		X
Strong understanding and knowledge of North Manchester		X
Work well alone, with strong levels of initiative and self motivation able to prioritise workloads		X
Proven experience of working in the voluntary sector	X	
Proven experience of working with and in community settings		X
Good level of ICT skills with working knowledge of Microsoft Office and OneDrive/Google Drive	X	
Experience of safeguarding and best practise		X
Ability to communicate with others		X
Ability to build good relationships with people		X
Non judgemental attitude		X
A creative approach to problem solving		X
Commitment to antiracism, equality, and diversity		X
Experience of working in strengths based approach		X
Understanding of empathetic deescalation, and conflict resolution.		X
Willingness to undertake training as required (safeguarding, first aid, ICT etc)		X
Consent to a DBS check and update service		X

Please use the application form to complete your application, ensuring to evidence your experience and suitability to the role based on the information provided above. Send the application to centre@harpurhey.org