

*Application information for the post of*

## **Young Persons' Co-production Worker**

**Salary £24,792 per annum *pro rata* for 37 hours/wk (FTE 1.00)**

**Fixed term post of two years available for immediate start**

**Additional benefits:** Flexible working arrangements, contributory BUPA and pension scheme, generous mileage allowance and free office parking.

### **Key dates:**

Closing date for completed applications: Friday noon, 3<sup>rd</sup> December 2021  
Interview date: Friday morning, 10<sup>th</sup> December 2021

### **Interview location (To be confirmed – may be online)**

VODA  
c/o North Tyneside Council  
Silverlink North  
Cobalt Business Park  
NE27 0BY

### **Instructions:**

1. Please read the information in this pack carefully before completing the application form.
2. Do *not* include a CV, photograph, open reference, cover letter or proof of qualifications at this stage.
3. We undertake blind shortlisting. Apart from Section 1 please do not include your name in any other section.
4. Please return the completed application form to [phil.bagnall@voda.org.uk](mailto:phil.bagnall@voda.org.uk)
5. If you do not hear from us within 7 days of the closing date you should assume that your application has been unsuccessful. Please note that we do not give feedback on shortlisting.
6. Your application may be unsuccessful if you fail to answer all of the questions, if there are unexplained gaps in your work history or if you provide details of the wrong referee.
7. VODA undertakes appropriate vetting of applicants which may include, in addition to employment references, confirmation of educational attainment and criminal record checks.



**Support**

**Inform**

**Represent**

**Supporting volunteers and the voluntary and community sector in North Tyneside**

## Job Description

**Job Title:** Young Persons' Co-Production Worker

**Hours:** 37 hours per week (FTE 1.00)

**Salary:** £24,792

**Contract Length:** This post is funded initially for two years

**Job Purpose:** To support young people in North Tyneside to design and deliver activities that aim to improve the mental health and wellbeing of their peers and their local communities. To support participating young people to further develop their skills, confidence, ambitions, connections and sense of purpose.

This role will focus on the development of two new and exciting areas of work in close partnership with young people, the voluntary sector and statutory sector organisations:

- Involving young people in the design and delivery of a '**Discovery College**' that delivers peer-led education and support activities designed to help young people feel more confident in the self-management of their own mental health and wellbeing (further details attached). This will involve working alongside a fellow Young Persons' Co-production Worker.
- Supporting young people to design and deliver a programme of **volunteering and social action** activity that helps local communities to recover from the challenges that Covid has brought (further details attached). This will involve working alongside staff from Phoenix Detached Youth Project.

### Main Duties:

To secure the involvement of a diverse range of young people, identifying and removing barriers to participation where possible, in order that the Discovery College and volunteering activity are up and running in the first 6 months of the project

To facilitate regular group meetings between young people, in order that they are supported to plan, deliver and evaluate a regular and ongoing programme of activities

To provide support and supervision to young people whilst they are delivering their activities in order that they are able to deliver their activities as effectively as possible for the benefit of the local community

To provide young people with access to personal development opportunities and regular feedback in order that they can develop their skills and confidence throughout their involvement

To support young people to explore and progress into further activities delivered by external partners in order not to create a culture of dependency on one programme

To promote a physically and emotionally safe and nurturing environment, by assessing and managing risk and to work to build trust with, and between, young people

To develop mutually supportive working relationships with local partners in order to support the wider health and wellbeing ecosystem

To monitor and evaluate the impact of this work in line with the requirements set out by our funders, including the creation of a diverse range of case studies, in order to learn from what works

To provide regular updates on this work to local network meetings and strategic boards in order to share learning and explore further partnership working opportunities

### **Approach:**

#### **Co-production**

To adopt an approach to working that shares power and responsibility with young people so that, rather than doing things *for* or *to* young people, you are doing things with them. It is only co-production if we are all learning.

To encourage and nurture peer support between young people whilst also recognising the mutual benefit of involving professionals - breaking down the barriers between 'them' and 'us'.

#### **Empowering**

To adopt a way of working that supports young people to be more independent and connected rather than building a culture of dependency - facilitating rather than delivering.

To adopt a way of working that recognises and builds on young people's individual experiences, strengths and skills. Lived experience of mental health challenges should be seen as an asset rather than a weakness.

#### **Accessible**

To adopt a way of working that meets the changing needs of young people throughout the project lifecycle. Flexibility and agility is key.

#### **Innovation**

To be open to developing new and innovative approaches to the delivery of this work. Be prepared for things to not always work out first time, but also be prepared to learn, adjust and try again.

## Person Specification

### Knowledge

#### **Essential**

- Knowledge of young people's development and transitions at key life stages
- Knowledge of how to assess and mitigate risk to create safe working environments
- Knowledge of safeguarding best practice and promoting the welfare of young people

#### **Desirable**

- Understanding of factors impacting on the health and wellbeing of young people and communities across North Tyneside

### Experience

#### **Essential**

- Experience of direct work with young people
- Experience of working in community and/or health settings

#### **Desirable**

- Experience of being open to change and embracing new ways of working
- Experience of successful partnership working with external agencies

### Skills and Abilities

#### **Essential**

- Ability to listen to and communicate effectively with young people
- Ability to supervise the work of others
- Ability to facilitate group activity

#### **Desirable**

- Ability to identify and resolve conflict constructively
- Ability to write reports and produce other management information

### **Attitude**

- A commitment to supporting young people to bring about positive change in themselves and their communities
- A commitment to co-production
- A commitment to keeping abreast of developments in this area through training, experience, co-operation and networking
- A commitment to the principles and practice of equality and diversity.

## Conditions of Employment

- 1. Location** North Tyneside (working from home is available for this post)
- 2. Salary** £24,792 per annum for 37 hours/week (1.0 FTE).
- 3. Contract** Fixed term of two years
- 4. Pension** If eligible you will be auto-enrolled into the VODA Pension Scheme.
- 5. Hours** The post is funded for 37 hours per week for two years. Office hours are 9:00 am - 5.00 pm Monday to Thursday and till 4.30 pm on Friday with a compulsory ½ hour for lunch. Your working hours will be by arrangement with your Line Manager and are likely to involve some evening and weekend working.
- 6. Holidays** The holiday entitlement is 28 days per year increasing by one day per completed year rising to a maximum of 33 days. All holidays are pro rata for part time staff.
- 7. Maternity / Paternity** Details of maternity/paternity leave are available.
- 8. Sick Pay** Details of sick pay arrangements are available.
- 9. Health Scheme** Employees are entitled to join VODA's health scheme which is operated through BUPA.
- 10. Expenses** Travel expenses are paid for necessary work-related journeys.
- 11. Notice** Statutory notice periods apply.

## Background on VODA

VODA is North Tyneside Voluntary Organisations Development Agency. We value, promote and support the development of the voluntary and community sector by providing an independent, sensitive, responsive and inclusive service to achieve an active and lively community which is rich in volunteers.

VODA has been in existence since 1993.

VODA is run by a Board of up to 18 Directors, who are elected by VODA members at our Annual General Meeting.

Below are VODA's main areas of work:

- Advice and support for voluntary or community organisations based in or operating in North Tyneside on a range of topics including developing a new group, fundraising, financial management, and governance.
- Information production: We keep the local voluntary sector informed about issues affecting it, producing a fortnightly ebulletin which has around 1000 subscribers, and a quarterly newsletter which is read by over 2000 people. We also produce information sheets and guidance for the sector.
- VODA runs the accredited Volunteer Centre for North Tyneside, raising awareness of the benefits of volunteering and recruiting and placing volunteers with a range of voluntary, community and statutory organisations. We deliver volunteering projects including a supported volunteering project for people with enduring mental health issues and other long term conditions.
- Training: VODA provides low cost training to meet the needs of the local voluntary and community sector.
- Networking and developing partnerships with local, regional and national organisations.
- VODA facilitates local networks including the Volunteer Network and North Tyneside VCS Chief Officers group. VODA works strategically with a range of voluntary and public sector organisations including North Tyneside Strategic Partnership.
- Representation: VODA provides a voluntary sector viewpoint and facilitates representation within the sector in North Tyneside on a broad range of issues.
- VODA manages a range of contracts and other projects as appropriate to the needs of the local community, and where they fit with our strategic objectives.

## Rehabilitation of Offenders

VODA does not discriminate against ex-offenders and all appointments are made on the basis of skills and abilities. However, for some posts, because of the nature of the work, you will be required to disclose details of convictions, cautions etc.

## Vetting of Applicants

Some posts may require a criminal records check and may be subject to further vetting. References are required that are satisfactory to us.

## Eligibility to work in the UK

To apply for this post you must be eligible to work in the UK.

You can check you right to work in the UK by visiting: <https://www.gov.uk/legal-right-work-uk>

## Our commitment to equality and diversity

VODA recognises that everyone has a contribution to make to our society and a right to equal treatment.

VODA is fully committed to providing an environment that eliminates discrimination and which actively promotes diversity and values difference based on the unique contributions of individuals.

We are part of the Disability Confident Employer scheme. If you are disabled and meet the minimum criteria you are guaranteed an interview.



## Privacy Statement

North Tyneside VODA collects, processes and stores data which relates to its staff (current and former) as well as individuals applying for employment at VODA. This often includes some types of personal data which are classed as “sensitive personal data”. This data may relate to issues such as age, gender identity, racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, trade union membership, physical or mental health or condition, sexual life and any alleged offences and/or criminal convictions. Some of this information is collected at the recruitment stage, separated and anonymized.

“Data Subjects” i.e. staff and individuals applying for employment at VODA, will be asked to provide/confirm their personal and/or sensitive personal data as required. By providing this information the Data Subject consents to VODA collecting, processing and storing this information.

Appropriate security measures are or will be in place to ensure that all personal and sensitive personal data are held and processed confidentially.

Personal data relating to staff and potential staff are processed (both manually and electronically) for various administrative, management and health and safety reasons, including but not limited to:

- Provision of payroll and pension administration.
- Occupational health.
- Personnel records including performance and absence reporting including medical information (where appropriate).
- Diversity monitoring.

VODA may also, where required, use copies of the data you provide (including sensitive personal data) in order to test our IT systems. If your data is used for system testing, it will be copied to a test environment, where it will be used along with data provided by other staff to test IT systems in a realistic way. This is done to ensure that changes will be effective and will not cause loss or damage to data in the ‘live’ environment. The data about you which we hold in our ‘live’ systems will not be affected in any way. Data will not be kept in the test environment for longer than is necessary for testing purposes, and data in that environment will not be used for any purpose other than testing. Appropriate security precautions and permissions will be applied to the data and any copy used for testing will be deleted as soon as the testing has been completed.

VODA handles personal data in compliance with the Data Protection Act 2018 and the UK General Data Protection Regulation and recognises the importance of correct and lawful processing. VODA is registered with the Information Commissioner’s Office (ICO).

The personal data you provide will only be used for official VODA business. In some cases, it may be necessary to transfer your personal data outside the UK; if this occurs VODA will ensure that adequate safeguards are in place.

VODA discloses staff information to a variety of third parties; these include but are not limited to:

- Employees of VODA (on a 'need-to-know' basis in relation to job function).
- VODA Directors (on a 'need-to-know' basis in relation to their function as Trustees of the charity and Directors of the company).
- Agents of VODA e.g. pensions administrator.
- Relevant UK government departments, e.g. HM Revenue and Customs.
- Law enforcement agencies.
- Relevant authorities dealing with emergency situations at VODA.
- Any other authorised third party to whom VODA has a legal/contractual obligation to share data with.

Disclosure of certain personal data may also be made to other entities not listed above. This will only ever be done in accordance with the Act. Your consent will be sought where necessary.

VODA will retain your personal data as long as necessary for the purposes described above. After termination of your employment VODA may still be required to hold your personal data for a period of time to satisfy statutory and legal obligations or for administrative purposes.

Unsuccessful candidates' data will be held for a minimum of 6 months following the date of the interview.

### **Your Rights under the Data Protection Act 2018**

As a 'Data Subject' you have a number of rights under the Act. This includes the right to:

- Access the personal data VODA holds about you.
- Have inaccurate data corrected.
- Prevent the processing of information which may cause you harm or distress .
- Prevent unsolicited marketing.
- Prevent automated decision-making.

For more information on your rights please visit the Information Commissioner's website: [www.ico.org.uk](http://www.ico.org.uk)

### **Right to Access Personal Data**

As a Data Subject you have a right to request a copy of the information VODA holds about you. This is known as a 'Subject Access Request' (SAR). SARs should be made in writing, if possible, to the Chief Executive, VODA, The Linskill Centre, Linskill Terrace, North Shields NE30 2AY. There is usually no charge for this information. However, VODA reserves the right to charge in accordance with the Act a reasonable fee to cover administration costs where the request is manifestly unfounded or excessive, particularly if it is repetitive.

## Working for VODA – What we can offer you

At VODA we try to create an atmosphere of trust and respect where people feel valued and engaged and where everyone is treated equally. We strive to be a good employer, service provider and neighbour. Among the benefits of working for VODA are...

- **Flexibility:** We are not a 9-to-5 organisation but strongly believe in arranging work patterns around other commitments such as family life.
- **Pay:** We pay our staff at very competitive rates.
- **Pension:** Planning for your long term future is important, and that includes pension provision. Providing you are eligible, VODA contributes a monthly amount into the designated pension scheme.
- **Mileage allowance:** We pay a generous mileage allowance for work-related journeys to help cover the cost of fuel, wear and tear and increased insurance.
- **Holidays:** Full time staff currently get a minimum of 28 days holiday a year, rising by 1 day per year up to a maximum of 33 days. In addition you get all Bank Holidays. Part time staff receive holidays pro rata. These holidays will increase in line with recent changes in legislation.
- **Focus on Employee Development:** We believe that as staff develop, so too does VODA. To encourage this we provide a *Personal Training Budget*, currently £400 per annum, regular *Support and Supervision Sessions* – with the emphasis very much on support - to help staff review their projects and their own needs. At the end of the year we pull everything together in a more formal *Personal Review & Development Session* to help you take stock of what has happened during the previous 12 months, and what you need to do to meet the challenges that lie ahead.
- **Sick Pay Scheme:** We operate a contractual sick pay scheme to help you when you are unwell. It is paid in addition to any Statutory Sick Pay you may be entitled to. The amount of contractual sick pay depends on how long you have worked for us.
- **Health Care Scheme:** Staff are entitled to join our health care scheme operated by BUPA.
- **In-house expertise:** VODA has been around for more than two decades and during that time we have built up expertise in several key areas. The way we work allows you to draw on that expertise, and add your own to it.
- **Unrivalled experience:** VODA is a key player in North Tyneside's voluntary and community sector. You will gain invaluable experience that you can use to further develop your career.
- **Cross-team working:** No one works in isolation at VODA. In addition to being an integral part of your own team you will have the opportunity to work with other teams on common themes, to join task groups, and to have your say on a wide range of issues.

- **Conferences:** We encourage staff to attend conferences that will benefit them, VODA and the community.
- **Policies and procedures:** We have well developed policies and procedures to ensure everyone is treated fairly and problems are handled efficiently and effectively.

**In a *Staff Attitude Survey* we asked: “Which one aspect of VODA would you definitely not change and why?” Our staff said...**

- Job Freedom. It adds to a relaxed, friendly, supportive working environment
- The trust placed in employees by management. Being trusted and valued increases my motivation to work hard.
- Ethos towards its staff and their well-being. I feel this is excellent.
- Openness of the organisation.
- Relationships and respect between staff.
- The people who are diverse, free spirited, committed to their jobs and have fun along the way makes for an excellent work atmosphere.

## VODA Staff

### Management

<b>Chief Executive</b>	Robin Fry
<b>Core Services Manager</b>	Keith Hardy
<b>Operations Manager</b>	Phil Bagnall
<b>Finance Manager</b>	Mark Thompson
<b>Ending Loneliness in North Tyneside Manager</b>	Josie Robinson
<b>VCS Health and Wellbeing Co-ordinator</b>	Claire Howard

### Teams

#### **Finance**

Finance Assistant (Payroll)	Colin Bell
Finance Assistant	Juliana Tan

#### **Core Services**

Funding Adviser	Frank Gillender
Information and Communications Worker	Victoria Logan-Coulsey
Volunteering Development Officer	Kim Rackstraw
Volunteering Development Officer	Hannah Barugh
Volunteer Co-ordinator	Liz Fry

#### **Volunteering Programmes**

Good Neighbours Project Worker	Emma Brookes
Good Neighbours Project Worker	Jen Hewitt
Good Neighbours Project Worker	Jen Mars
Good Neighbours Project Worker	Rebecca Southern
Micro Volunteering Co-ordinator	Jo Woolley
Volunteering Adviser (Sector Connector)	Ian Dodds

#### **Special Projects**

VCS Health Co-ordinator	Claire Howard
Engagement and Communications Worker (Living Well North Tyneside)	Alex Woolley
North Tyneside Recovery College Worker	Ali Donkin
North Tyneside Recovery College Worker	Alice Holliday