



include  
YOUTH

# YOUTH WORKER ACCEPT PROGRAMME





# A MESSAGE FROM INCLUDE YOUTH

## DEAR APPLICANT,

Include Youth is recruiting for a Youth Worker to implement the ACCEPT Programme across the border counties. The ACCEPT programme is a partnership between Include Youth, Springboard and Beyond Skin with NI Alternatives as lead partner. Include Youth will work along the border counties to deliver building positive relations programmes, shared learning events and the OCN Level 2 in Youth Leadership.

The application process opens today and will close on Tuesday 1<sup>st</sup> July 2025.

If you have any questions on the application process, please in the first instance contact [jackie@includeyouth.org](mailto:jackie@includeyouth.org)

Yours sincerely,

*Diane Hill*  
**Diane Hill**  
CEO



**PEACEPLUS**  
Northern Ireland - Ireland

Co-funded by the



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UK Government



# Who We Are

Include Youth is a rights-based charity for children and young people in or leaving care, from disadvantaged communities or whose rights are not being met.

We work to improve employability, personal and social development enhancing inclusion, integration and good relations.

Include Youth influences public policy led by the voice of children and young people, evidence based practice and international children's rights standards.



# Our Approach

Adopting a youth work based approach, we work alongside young people in order to provide life changing opportunities.

We provide a tailored wrap around service that helps young people gain qualifications, employability skills, develop self-confidence and a better understanding of cultural diversity and inclusion.





## Our Purpose

*Empowering young people to thrive.*

## Our Values



### **Equality**

We focus on driving equality amongst young people and in wider society, ensuring all young people have access to opportunities to improve their lives



### **Inclusion**

We believe in an inclusive society, where regardless of background, everyone should have a voice. Include Youth involve and advocate for young people from all communities, creating a truly inclusive environment throughout Northern Ireland and across the border.



### **Opportunity**

Through our work we ensure that young people are provided with opportunity to excel and thrive. By facilitating accessible programmes, we can drive opportunities for the most disadvantaged in society and create opportunity for all.



### **Integrity**

We work in a respectful, helpful and transparent manner with our young people so we can advocate for them and achieve the best outcomes.

# Our Services



Give and Take

**Give and Take** is a regional youth work intervention project to support young people aged 16 to 24 years old. It offers individually tailored programmes with core themes being; supported work experience, personal development, OCN qualifications, mentoring and transitional support.

**Give and Take One to One** is a programme that supports young people who are at risk of or have experienced Child Sexual Exploitation. It builds on protective factors and helps to improve their health and wellbeing in a supportive way



One to one



Expert By Experience

This project is led by young people, working directly with their peers. It builds upon Include Youth's '**Expert by Experience**' (EBE) model of participation which empowers young people to lead. It employs 15 care experienced EBE's who will be supported to mentor other young people to become change makers and policy advocates.

We are committed to ensuring that the voice of young people is at the centre of decision making. We promote and protect the **rights of children and young people** and provide opportunities for young people to influence policy and decision makers. We support young people to develop their campaigns on issues which matter to them.



Policy

We deliver a range of **accredited training and workshops** such as;

Awareness raising workshop  
on Child Sexual Exploitation,  
OCN NI Level 2 in Understanding Child Sexual Exploitation,  
OCN NI Level 4 in Supporting Care Experienced  
Children and Young People  
OCN NI Level 2 in Mentoring Practice



**Training**



**Employability**

**Employability** services offers one to one support for young people hoping to transition into employment and help them navigate this move. It offers: CV building, supported work placements, taster days, interview techniques and personal development support .

**Strive** is a cross-border, cross-community, good relations programme for young people aged 14 to 24 led by Include Youth in partnership with Youth Initiatives, Newstart Education Centre, Northern Ireland Alternatives and Lifford Clonleigh Resource Centre. Strive is an intensive youth-led youth work programme . It engages young people in a transformative process, focusing on four core strands: good relations, citizenship, personal development and employability.

**S**

**Strive**



**Heads Up**

**Heads Up** will develop and deliver programmes to increase mental health literacy, enhance emotional resilience, build the leadership skills of children and young people (aged 9-25) and will lead research in mental health and the impact of trauma on our communities

## Job Description

<b>Job Title:</b>	Youth Worker
<b>Responsible to:</b>	Programme Coordinator
<b>Based at:</b>	Lifford - Project to be delivered across the border counties
<b>Working week:</b>	35 hrs per week (unsocial hours will be required at times)
<b>Salary:</b>	Unqualified - €29,739- €32,739 / Qualified €33,886-€37,887 The successful candidate will be placed on the scale commensurate to qualifications and experience.

### Job Purpose

To be responsible for the implementation of the programme.

### Main Duties:

#### Programme

- To work closely with the ACCEPT and Peace teams, young people, Expert by Experience young people, volunteers, Communications Officer, and local community to recruit young people for the programme in line with the ACCEPT development plans.
- To work with young people both on a group and 1-2-1 basis to implement ACCEPT.
- To work collaboratively with the Programme Coordinator to ensure a standardisation of approach and quality of practice.
- To be responsible for the delivery and/or oversight of programme across areas that relate to building positive relations and youth leadership.
- To work intensively with young people involved in ACCEPT to initiate, develop and complete the OCN Level 2 in Leadership.
- To deliver sessions and workshops to groups of young people on building positive relations programmes.
- Support with the design and delivery of shared learning events that engage stakeholders across the community and voluntary sectors in discussions around peacebuilding, integration and legacy.
- To seek out and provide partnership opportunities for young people involved in ACCEPT.

## Programme (cont'd)

- To liaise with key agencies and stakeholders to build a network of support and pathways of progression for young people on the programme.
- To explore innovative ways of working in line with your organisation's expertise and share best practice across the partnership.
- To monitor and evaluate the project to ensure that the services offered meet the needs of young people.
- To ensure that all work is underpinned by youth work values and that the young people are at the core of decisions that affect their lives.
- To engage with and support the communications strategy for the programme.
- To be responsible for maintaining accurate records in line with organisational policy.
- To ensure that all young people's records are supplied to the Programme coordinator in a timely manner.
- To ensure that all necessary information is recorded and stored appropriately with respect to confidentiality.

## Other

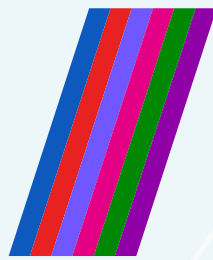
- To work as a member of the ACCEPT team and to engage in activities which promote and develop the programme, and each organisation.
- To uphold the principles of the PEACEPLUS Building Peaceful and Thriving Communities.
- To attend relevant training courses and meetings as required.
- To liaise with other relevant organisations to ensure breadth of opportunity for the young people on the programme.
- Members of staff are expected to treat those with whom they come into contact in a courteous and respectful manner in accordance with the Dignity at Work Procedure.
- Staff are expected to demonstrate their commitment to Include Youth by their regular attendance and the efficient completion of all tasks allocated to them.
- Staff must take care of their own health and safety and that of people who may be affected by what they do (or do not do).
- Staff must co-operate with others on health and safety, and not interfere with, or misuse, anything provided for their health, safety or welfare.
- Staff must follow the training they have received when using any work items their employer has given them.
- The post holder will maintain high standards of personal accountability.

**This post is subject to Gardai Vetting and an Enhanced Access NI**



## General

The key responsibilities above give a broad outline of the functions of the post. However, these duties must be approached in a flexible manner. The post holder will be expected to adapt to changing circumstances and undertake other duties appropriate to the grade of the post as allocated by your line manager as part of working in a small team to deliver for Include Youth from time to time.



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Special EU Programmes Body (SEUPB).**

# Person Specification

## Qualifications

### Essential Criteria

- A relevant 3<sup>rd</sup> level qualification in Community Youth Work or equivalent  
Or
- Be working towards the completion of the community and youth work degree  
Or
- Youth work qualified to Level 4 i.e. Certificate in Community Youth Studies.

## Experience

### Essential Criteria

- 2 years' experience working with disadvantaged and vulnerable young people
- 1 years' experience in the design and delivery of group work programmes
- 1 years' experience of working in partnership with other youth organisations
- Experience in working with young people in short term interventions

## Knowledge and Skills

### Essential Criteria

- Excellent written and oral communications skills
- An ability to engage with vulnerable and marginalised young people
- Proficiency in IT skills Microsoft Word, Excel, Outlook

## Circumstances

### Essential Criteria

- Hold a current driving licence and have access to a vehicle. This criterion may be waived if a disability prohibits the applicant from driving. In this case, please demonstrate how you would meet the mobility requirements of this post.
- Ability to travel independently throughout Ireland, Northern Ireland and UK
- Able to work outside normal office hours when required.

# Person Specification

## Experience

### Desirable Criteria

- Experience of delivering groups and 1-2-1 programmes

Excellent practice in the areas of:

- Assessing needs
- Developing a plan with young people and relevant stakeholders to meet young people's needs
- Working as part of a team
- Lone working
- Advocating on behalf of young people
- Participation of young people
- Good relations and diversity

## Knowledge and Skills

### Desirable Criteria

- Knowledge of issues affecting disadvantaged and vulnerable young people
- Knowledge of programmes or interventions to assist young people to overcome personal barriers
- Commitment to and experience of user involvement in the planning and delivery of services
- Proficient IT skills
- Commitment to organisational values, principles and to children's rights
- Ability to effectively network within sector and build strong relationships
- Ability to manage own time effectively
- Ability to manage change effectively

## Condition of Service

<b>Based at:</b>	Project to be delivered across the border counties
<b>Working week:</b>	35 hrs per week
<b>Annual leave:</b>	25 days plus bank holidays
<b>Probation:</b>	6 months

### Travel Expenses

Responsibility is on the employee to ensure that when using the car in the course of business, that proper insurance cover is acquired, and that the car is maintained in a road worthy condition. A mileage allowance will be payable by Include Youth towards expenses.

### Vetting

The successful applicant will be asked to declare all pending prosecutions, convictions, cautions and bind-over orders. Applicants must complete the Garda vetting form which will be submitted to the Garda Vetting office for clearance. An enhanced AccessNI check will also be required.

### Pension

Include Youth operates a group personal pension scheme.

### TOIL

There is no entitlement to overtime payment. However, you are entitled to receive time off in lieu for hours worked in excess of your normal working week.

### Equal Opportunities Policy

Include Youth is an equal opportunity employer. The aim of its policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of nationality, race, ethnic origin, gender, marital status, sexual orientation, disability, religious belief or political opinion, nor should they be disadvantaged by conditions or requirements which are neither justified nor relevant to the job.

**It is the responsibility of all staff to ensure a harmonious working environment in which the dignity of all employees and service users is respected.**



**Please read the following carefully before completing your application.**

**The application :**

Applicants, please ensure that you first read the essential criteria on the person specification and the duties on the job description to see if you are suitable for the post.

**Personal details:**

Ensure that your contact details are clearly displayed. If you move address between submitting your application and being interviewed, please let us know as soon as possible. All personal details will be removed prior to the selection process

**Shortlisting:**

Applicants will be shortlisted against the criteria in the person specification.

**The interview:**

All shortlisted applicants will be contacted with an offer of an interview and this will be confirmed by email. You will be informed of the date, time, location and contact for the interview. If you have any special requirements that would enable you to participate more fully in the interview, please let us know in advance of the interview. Applicants will be asked questions relating to the job description and person specification and the panel will take notes during the course of the interview. This is part of the procedure to ensure that all applicants are treated equally, and to help us to make the right decision.

**In preparation for the interview, please take the opportunity to read through the job description and any other literature sent as part of the information pack, and be prepared to talk about your experience, giving examples that illustrate your ability to do particular parts of the job.**



# Reward Statement



## Financial Reward

- Sector competitive salaries
- Employer pensions contributions 7%
- Business expenses
- Enhanced maternity, paternity and adoption Pay
- Enhanced sick pay



## Work/Life Balance

- Standard 35 hour week
- Up to 30 days paid leave and 12 days statutory leave
- Time off in Lieu (TOIL) in compensation for additional hours worked
- Flexible working
- Family friendly policies
- Other leave such as compassionate leave



## Training and Development

- Comprehensive induction training
- Comprehensive in- house training
- On the job learning
- Learning and development linked to Strategic, Operational Plan
- Learning and development linked to individual requests
- Work plans and ongoing supervision
- Continuing professional development
- Strategy and team building days
- Study leave



## Wellbeing

- Wellbeing Champions
- Occupational Health Service
- Return to work interviews
- Free tea/coffee/milk/water fountains
- Clear policies and procedures

## ow to Apply

If you feel you are suitable for the post, please submit your CV with a covering letter detailing exactly how you meet each essential criteria on the job description. Only candidates that meet all the essential criteria will be invited to interview.

To apply please go to

<https://hr.breathehr.com/v/youth-worker-accept-41578>

The details of this job opportunity can also be found on the Include Youth website, <https://includeyouth.org/all-about-us/careers/>, and on Active Link or by contacting [jackie@includeyouth.org](mailto:jackie@includeyouth.org)

All documents should be uploaded by 12 noon on Tuesday 1<sup>st</sup> July 2025

Submissions received after this time and date will not be accepted. Interview invites will be issued after this date for Wednesday 9<sup>th</sup> July in Lifford.

We look forward to hearing from you, and wish you all the best in your application and the process ahead.

For any queries please contact [jackie@includeyouth.org](mailto:jackie@includeyouth.org)

## Privacy Notice

Include Youth (referred to as "the organisation" throughout this notice) collects and processes personal data relating to job applicants as part of our recruitment process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

This notice sets out the basis on which we collect, use and disclose the personal data of our job applicants, as well as your rights in respect of such personal data.

### What information does the organisation collect and how?

Include Youth collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information from interviews and phone-screenings you may have;
- information about your current level of remuneration, including benefit entitlements; information about your entitlement to work in the UK;
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

We may collect this information in a variety of ways. For example, data might be contained in application forms or CVs (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews or other methods of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made to you. Data will be stored in a range of different places, including on your application record, in our HR management systems and our email system.

### Why does Include Youth process personal data?

Include Youth collects and processes your data for a number of purposes and where we have a legal basis to do so, as follows.

Include Youth has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims. We will not use your data for any purpose other than the recruitment process of which you are a part



### Who has access to data?

Your information may be shared internally within the organisation for the purposes of the recruitment process. This includes members of the HR team, interviewers involved in the recruitment process, and managers in the business area with a vacancy.

We will not share your data with third parties unless your application for employment is successful and an offer of employment is made. We will then share your data with former employers in order to obtain references. In addition, we may need to share your personal information with a regulator or otherwise to comply with the law.

### How does Include Youth protect data?

Include Youth takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our personnel in the proper performance of their duties.

### For how long does Include Youth keep data?

If your application for employment is unsuccessful (including when you have speculatively applied to us in respect of a role which is not available), we will hold your data on file for 6 months. At the end of that period, your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims). If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which employee data is held will be provided to you in a separate privacy notice.

### Your rights

As a data subject, you have a number of rights under data protection law. You can:

- access and obtain a copy of your data on request;
- request Include Youth to change incorrect or incomplete data;
- request Include Youth to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where Include Youth is relying on its legitimate interests as the legal ground for processing; or ask us to transfer your data to another organisation.

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact [karin@includeyouth.org](mailto:karin@includeyouth.org).

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner's Office.

### What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Include Youth during the recruitment process. However, if you do not provide the information, we may not be able to process your application.



### Contact Details

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Belfast  
BT1 2LU  
02890 311007  
[www.includeyouth.org](http://www.includeyouth.org)  
@includeyouth

Charity number: NIC103383

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