



## **Appointment of a Development Worker – Wales and South West of England, based in Wales**

### General information

#### **The Boys' Brigade (“BB”)**

The BB is a UK wide voluntary sector youth organisation for children and young people with around 680 groups, 6,300 volunteer leaders, and around 17,000 members in England & Wales.

We partner with the main denominations of the Christian church to provide a wide variety of fun and educational activities for children and young people, including camps and holidays. More information can be found at [www.boys-brigade.org.uk](http://www.boys-brigade.org.uk)

We are seeking to appoint a development worker to support our development initiatives throughout Wales. The development worker will be required to attend church services as part of the role and, on occasion, to lead or play a prominent role in acts of worship. It is therefore an occupational requirement that the post holder should be a practicing Christian who must be able to demonstrate empathy and sensitivity to the ecumenical nature of the BB.

This is a permanent appointment. The worker will be either office or home based.

The development worker will work with local volunteers and other nationally employed staff to support and improve the programmes offered to members, and to assist with the delivery of the BB's development plan in Wales.

Appointment will be subject to two references and the completion of an enhanced DBS check.

#### **Travel**

The development worker should be a car owner with a clean driving licence. A mileage allowance, currently 45p per mile, will be paid for business use.

#### **Salary**

The salary for this post is c£22-25k per annum (dependent on experience) based on a 35-hour week. There is an annual leave entitlement of 25 days leave plus statutory and bank holidays. A flexi-time system is worked, as there will be a considerable need to work evenings and weekends.

#### **Closing Date**

Applications to be received by 5pm on 5<sup>th</sup> August 2019. Applicants to provide CV and covering letter explaining how they meet the qualities outlined in the person specification.

#### **Interviews will be held in Cardiff on Thursday 15<sup>th</sup> August 2019.**

If you would like to have an informal discussion about this post before submitting an application, please contact Natalie Whipday, Director for England & Wales on 01442 509520.

Interviews will involve a presentation by the candidate.

#### **Only candidates invited for interview will be contacted at this time.**



## Job Description

### Main purpose of role

To support and develop:

1. Existing BB groups - by seeking to implement best practice, events, managing social media channels and communication between the BB groups and the Welsh Regional Committee.
2. Starting new BB groups – by working with prospective groups and leaders to ensure that they are fully equipped and competent to deliver a good youth work provision, helping develop relationships with existing groups.
3. Work alongside HQ and Regional Staff to deliver overriding objectives and workplan.

**Responsible to:** the Director for England & Wales and the Welsh Regional Committee, including any individual committee member who is appointed as mentor to the development worker.

### Specific key responsibilities

#### 1. To the BB Groups

- 1.1. To provide practical support to groups and assist them to recruit new leaders and young people and encouraging retention and sustainability.
- 1.2. To encourage use and promote quality delivery of relevant programme resources for all ages within the BB groups.
- 1.3. To help develop and improve the programmes and experience offered within the BB groups and at the Welsh regional level.
- 1.4. To help with the recruitment processes and promote training / opportunities for voluntary leaders.
- 1.5. To develop, implement and assist in the delivery of any Welsh regional projects and programmes.
- 1.6. To promote and publicise the work of the BB through social media channels, engagement with other youth organisations in Wales, and all church denominations.

#### 2. Development of New Groups and Initiatives

- 2.1. To research where there is opportunity to start new work.
- 2.2. The preparation and procurement of promotional materials.
- 2.3. Undertake presentations to prospective organisations, other youth organisations and local authorities for the promotion of the BB in Wales.
- 2.4. Maintaining social media for the promotion of the BB in Wales.

- 2.5. The exploration of new models for working with children and youth people.
- 2.6. Assisting in the training of leaders of new groups, including building of relationships between groups.
3. Organisation and Reporting
  - 3.1. Develop links within the community, universities, colleges and the BB nationally to create opportunities for development.
  - 3.2. Liaising with national and local government agencies including key partners and other youth organisations.
  - 3.3. Provide comprehensive reports of the achievements and challenges.

June 2019



## Development Worker, Wales Person Specification

Please read through the following list of qualities needed to carry out the role. Shortlisting will be done by comparing the information you have given in your covering letter with the qualities listed below.

### Essential Skills & Knowledge:

#### 1. Knowledge & Experience

- Must have at least a year's recent experience of working with young people in an informal setting.
- Must demonstrate a knowledge of and commitment to young people's participation processes.
- Can demonstrate a commitment to the values underpinning Youth and Children's Work.
- Experience and understanding of The Boys' Brigade in order to support volunteers
- Good level of general IT competence
- Passionate about our work with young people and ability to tell BB's story both internally and externally

#### 2. Communication & Influencing Skills

- Must have a proven ability to communicate effectively with groups and individuals from a range of backgrounds
- Can demonstrate the ability to influence people to buy in to an idea or proposal for new projects.
- Should have some experience of working with and supporting volunteers from a range of backgrounds.
- Can demonstrate excellent presentation skills to both groups and individuals in formal and informal settings
- Must have the ability to deliver training
- Must have good verbal and written communication skills
- Must have knowledge of digital communication skills i.e. facebook, twitter.
- Proven record of building trusted relationships with internal stakeholders and external partners/service providers

#### 3. Organisational Skills

- Evidence of proven skills in working to deadlines
- Experience of working in collaboration with others (both internal stakeholders and external partners/service providers)
- Must be able to plan, manage and prioritise own workload
- Should be able to identify problems and their solutions and communicate these to others

#### 4. Project Management

- Must have proven experience in creating strategies to meet aims and targets for a project.
- Must be able to plan, manage and co-ordinate own workload
- Must be able to produce accurate and concise reports.
- Familiarity with Microsoft Office packages is required

## **5. Promoting equality of opportunity**

- Should be able to demonstrate a clear understanding of the main areas of disadvantage affecting young people in the UK
- Should be able to demonstrate strategies to maximise access to all groups of young people.

The BB is a Christian organisation and applicants should be in sympathy with the aims and mission statement. An understanding of faith based youth work and the needs of local churches would be advantageous. The role will involve visiting churches and community groups and access to own transport would be advantageous. For further information about The Boys' Brigade visit our web site [www.boys-brigade.org.uk](http://www.boys-brigade.org.uk)

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