

Date as postmark

Dear Applicant.

Re: Development Worker – BLAST Project

Thank you for showing interest in working for Yorkshire MESMAC. Enclosed are the job description, person specification, application form and equal opportunities monitoring form, which should be returned to us with your completed application form.

Also enclosed is some background information about Yorkshire MESMAC in the form of our Equal Opportunities Statement of Intent, our Disclosure Policy and latest copy of 'MESMAG'. More information can be found on our website at www.mesmac.co.uk

The closing date for all completed application forms is **Friday 6th March 2009**. If you have not heard from us by **Monday 16th** please assume that we will not be taking your application any further on this occasion. This is less courteous than we would wish, however it is an attempt to keep our administration costs to a minimum.

Completed application forms should be returned to the Leeds site office. Electronic applications will be accepted but we will also need a signed paper copy of the application form.

Shortlisted candidates will be informed of the interview times; interviews are scheduled for the week beginning **16th March**.

All that remains is for me to wish you luck in your application.

Yours sincerely,

Tom Doyle
Director.

Yorkshire MESMAC - Job Description

Job title:	Project Worker – Young Men and Boys involved in and/or at risk of sexual exploitation
Organisation:	Yorkshire MESMAC
Responsible to:	Operations Manager
Salary:	NJC Scale 6 - £21, 937
Pension:	5% of gross salary paid into Stakeholder pension
Hours:	37 hours per week.
Contract:	To end of November 2009
Base:	Leeds - Travel to other sites will be required

Overall Aim:

To establish local community initiatives with young men and boys involved in and/or at risk of sexual exploitation which explore needs in relation to their lives. To work towards meeting these needs allowing the target group to realise their full potential.

Primary Objectives:

To undertake research that informs and underpins the work of the Project and builds the capacity of other agencies to meet the needs of the target group.

To undertake outreach work, covering the following target groups: young men and boys involved in and/or at risk of sexual exploitation, groups, areas /events where the above may go, including public sex environments.

To develop forums, networks and other mechanisms that meet the needs of young men and boys involved in and/or at risk of sexual exploitation.

To offer information and support to young men and boys involved in and/or at risk of sexual exploitation in a variety of settings including over the telephone, via the Internet and other media.

To work in a way that is mindful of child protection obligations.

To offer training to other stakeholder organisations to ensure that their services are accessible, appropriate and acceptable to target group.

Organisational Relationships:

Responsible to the Operations Manager for management and supervision.

Main working contacts:

Director, Operations Manager, other BLAST Project workers, Community Development Workers, Sessional Outreach Workers, Finance/Administration staff, Yorkshire MESMAC Board of Trustees, volunteers and Prostitution Forum.

Main Responsibilities and Duties:

The following list of duties provides a general outline of the work of the post holder and is not definitive. The post holder may be required to undertake other related duties as deemed appropriate by the Board of Trustees and/or Director:

1. Through outreach work, to assess needs in relation to safer sex and sexual health of each target group.
2. To develop ways of working around perceived, felt and expressed needs of young men and boys involved in and/or at risk of sexual exploitation.
3. To ensure that the Project's policies and working practices are consistent with the Safeguarding Children Boards guidelines.
4. To provide relevant, accurate and accessible information to young men and boys involved in and/or at risk of sexual exploitation allowing them to make informed choices about their lives and to realise their full potential.
5. To develop a programme of outreach work in conjunction with the Yorkshire MESMAC Community Development Workers and Sessional Outreach Workers, and Operations Manager.
6. To offer training and consultancy to local agencies on issues that effect young men and boys involved in and/or at risk of sexual exploitation.
7. To work with existing groups in the Project's locality to improve service delivery for young men and boys involved in and/or at risk of sexual exploitation.
8. To represent the Project on relevant bodies and committees as identified by the Director.
9. To assist in the development of educational and health campaigns by the Project and other agencies, and to distribute this material.
10. To attend meetings, as appropriate..
11. To complete six-monthly reports on work.

12. To undertake any appropriate administrative duties.
13. To facilitate the establishment of groups that meet gaps in service provision.
14. To undertake appropriate training of self as required.
15. To take an active role in staff meetings and supervision.
16. To undertake any other duties which the Yorkshire MESMAC Board/Director deem to be appropriate to the Project's aims and commensurate with the post.
17. To be aware of the Yorkshire MESMAC Workers Code of Conduct and Equal Opportunities policies and to ensure these are reflected in all aspects of the work of the post holder.

Yorkshire MESMAC Personal Specification

Development Worker – Young men and boys involved in and/or at risk of sexual exploitation

Below we have outlined the abilities, knowledge and experiences, which we believe the successful candidate for this post will be able to demonstrate.

After each attribute you can see how we expect you to demonstrate that you meet the criteria.

Remember abilities, knowledge and experience can be gained in a variety of settings - for example paid or unpaid work, work in the home and educational settings.

Think carefully about your experiences and how these may be transferable to this post.

ESSENTIAL

At least two years' experience of working with young people- Application form, interview, presentation

An understanding of the social and other issues that effect young men and boys involved in and/or at risk of sexual exploitation - Application form, interview, presentation.

Experience and knowledge of working within a child protection framework (or a willingness to attend child protection training). Application form, interview.

Ability to work in a young-people centred way. Application form, Interview, presentation.

Understanding of research methods - Application form, Interview, presentation

An experience of collecting and interpreting data - Application form, presentation.

Experience and skills of planning and delivering group work - Application form, presentation.

Experience and skills of planning and delivering training - Application form, interview.

An understanding and commitment to equal opportunities - Application form, interview, presentation.

Ability to maintain boundaries - Application form, interview, presentation.

The ability to write reports - Application form, interview.

The ability to use word processing packages – Application form, interview.

An understanding of and commitment to Community Development principles - Application form, interview, presentation.

The ability to meet targets - Application form, interview.

The ability to work in a team - Application form, interview, presentation.

Experience of networking with a wide variety of community groups - Application form, interview, presentation.

Experience of networking with a wide variety of statutory organisations - Application form, interview, presentation.

The ability to work in partnership with other organisations and individuals - Application form, interview, presentation.

The ability to work in an inter-agency approach - Application form, interview, presentation.

The ability to work with a wide range of people from a wide range of backgrounds in a variety of settings - Application form, interview, presentation.

DESIRABLE

A youth work or related field qualification- Application form,

The ability to speak a community language other than English - Application form,

Personal experience of issues that affect young men and boys involved in and/or at risk of sexual exploitation - Application form, interview, presentation

Experience of establishing new groups - Application form, interview, presentation.

The ability to drive - Interview.

Experience of developing education and health campaigns - Application form, interview, presentation.

In the Job description and Person specification we have outlined the skills, and experience needed to do this job. Drawing on these please outline what previous experience or training you have had that is relevant to these areas. (Please continue on a separate sheet if you wish). Please use these headings as broadly as possible. Experience may have been gained in a variety of settings including paid work, voluntary work or working in the home. When describing your experience - paid or unpaid - please let us know for how long you were doing the activity mentioned. **CVs will not be accepted.**

What qualities will you bring to the post and to the organisation (use a separate sheet if necessary).

Please give the names and addresses of two referees, one of whom would preferably be your current or most recent employer.

- 1.
- 2.

I understand that the information submitted in my application form will form the basis of my contract of employment with Yorkshire MESMAC and that if it is subsequently discovered that I have wilfully or negligently given false information, I will be liable to immediate dismissal and may be prosecuted.

Signature..... Date.....

Please return this form by **noon on Friday 6th March 2009**
TO: Admin Team - Yorkshire MESMAC, PO Box 417, Leeds LS1 5PN.

Please tell us if you **DO NOT** want us to contact your referees unless you are offered the post.

Yorkshire MESMAC

Criminal convictions.

Applications from ex-offenders for this vacancy are welcomed and will be considered on their merit. Convictions which are irrelevant to the job, and offences for which there is no heterosexual equivalent will not be taken into consideration, but you are required to disclose any convictions which are not spent by virtue of the Rehabilitation of Offenders Act 1974.

Please read the notes below before answering the following question.

Do you have any criminal convictions?

- *If you have answered yes to the question concerning criminal convictions please supply on a separate sheet of paper in a separate sealed envelope details of the date(s), offence(s) and sentence(s) passed.*
- *The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.*
- *The interview panel Chair and /or Director will view information supplied only after a decision to appoint has been made. If you are unsuccessful at this stage, the envelope will not be opened and will be returned to you intact.*
- *Disclosure of a conviction does not debar applicants from consideration. The offence will only be taken into account if it is considered to be one, which would make the applicant unsuitable for the type of work to be done.*
- *Convictions which are 'spent' by virtue of the Rehabilitation of Offenders Act 1974 (as amended) need not be disclosed.*

Yorkshire MESMAC Equal Opportunities Monitoring Form

Equal opportunities

Applicants for jobs will not be unfairly discriminated against because of their; gender, race, colour, nationality, ethnic origin, religious belief, social class/caste, age, disability, political affiliations, HIV status, care responsibilities, marital status, as bisexuals, lesbians or gay men.

Please fill in this form and return it together with your completed application.

This form is purely to monitor our equal opportunities policies. It will not be used to assess your suitability for the post. This form will be detached from your application and members of the interview panel will not have access to the information until after short listing. All the information will be treated in the strictest confidence; none of your details will be passed to any other agency.

For disabled candidates only

To help us decide whether a reasonable adjustment will be required, please answer the following questions.

Does your impairment prevent you from carrying out any of the duties of the post? If yes, you are still encouraged to continue with your application as we may be able to make some changes to accommodate a suitable disabled candidate. It would be helpful if you let us know what the potential difficulties might be.

If called for interview, does your impairment require us to make any particular arrangements? If yes, please describe. It would be useful if you could give us any information you have about how these might be overcome. If you do not let us know at this stage what your needs are, there is no guarantee that we can meet them if you let us know at a later date.

1. What is your sex? Male
Female

2. How would you describe your ethnic origin? (Tick one only)

African Bangladeshi Black-Caribbean
Chinese Indian Pakistani White

Other (please describe)
(This classification is in line with CRE guidelines)

Or if you prefer to describe your ethnic origin in other words, please do so
.....

3. What is your age?

Up to 26 26-35 36-45 46-55 56-65 over 65

4. Do you have any dependants? (A dependant can be a child, an elderly or sick relative, an elderly or sick partner or any other person for whom you are the sole or primary carer).

Yes No
If yes please describe

Yorkshire MESMAC

Equal Opportunities – Statement of Intent

Yorkshire MESMAC recognises that groups and individuals in society are discriminated against in ways which affect their ability to participate on an equal bases with others at work and in all aspects of life. This discrimination conflicts with the aim of the organisation. These include challenging bias and stereotypes, identifying the causes of injustice and inequality and exploring possibilities for change.

In pursuit of these aims we are striving to become an equal opportunities employer and to ensure, as far as possible, that workers are recruited from all sections of the community. We aim to make the services which Yorkshire MESMAC offers relevant and accessible to everyone, and sensitive to differing individual needs. We aim to promote equal opportunities in all aspects of our work and to ensure that Yorkshire MESMAC's workers (paid staff, board of management) and users are not discriminated against because of their gender, race, colour, nationality, ethnic origin, religious belief, social class/caste, age disability, political affiliations, HIV status, care responsibilities, marital status, as Bisexuals, Lesbians or Gay men.

Yorkshire MESMAC is committed to a programme of action to make this statement effective. This includes developing policies and practices in areas such as recruitment, selection and training of workers, resource and service provision, publicity and publications, work with other organisations, personal behaviour and development.

We are committed to reviewing our work regularly to ensure that progress is being made in these areas.

Yorkshire MESMAC believes that developing equal opportunities policies and practices will not only benefit individuals, but will also benefit and enrich the work of the whole organisation and society at large.