

Job Pack

Keyworker – Supporting Families

Full time 37.5 hours per week

YMCA BRADFORD



Here for young people
Here for communities
Here for you

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

FAMILY & YOUTH WORK

HEALTH & WELLBEING

HOUSING

TRAINING & EDUCATION

SUPPORT & ADVICE

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A WELCOME TO APPLICANTS

Thank you for your interest in working for the YMCA. If you are an internal applicant you will already be familiar with the distinctive nature of the YMCA and its work. External applicants may not be aware that YMCAs are Christian charities belonging to a national and international Movement. The YMCA offers opportunities to young people and their communities to develop in mind, body and spirit and so help to fulfil their potential. It aims to reflect this holistic approach in the way it recognises the value of each individual staff member and enables them to make their unique contribution to the organisation's mission.

In England, the YMCA comprises some 160 different Associations found in most cities and towns, each of which operates as a separately registered charity. These YMCAs are often working with people at times of greatest need. Worldwide, the Movement has over 30 million members in some 125 countries. The evolution of each YMCA is influenced by local factors. But generally YMCAs aim to:

- Facilitate personal, social and spiritual development – through life and job skills training and a wide range of other opportunities for personal growth and challenge.
- Build relationships and provide programmes that support young people's transition to adulthood.
- Develop communities through the provision of supported housing, community activities and sport, exercise and fitness programmes for all ages.
- Share ideas and resources across the world as part of an international YMCA network.

The YMCA values diversity and welcomes applications from across all of the community. Diversity is reflected strongly among those who participate in YMCA activities and use its facilities. Our housing residents, for instance, come from many nations and backgrounds; the YMCA provides accommodation and training facilities for both men and women; our health and fitness suites have been successful in offering customised programmes for people with disabilities; and the range of activities involves people of all ages. We are also committed to ensuring that diversity is reflected strongly within our Board of Management, volunteer and employee structures. This includes a commitment to keep our practices under review, leading to action where necessary, in order to attract new people from all sections of the community.

Inclusiveness is fundamental to the ethos of the YMCA as a Christian organisation. It is expressed in a wholehearted commitment to welcome people of other faiths and those of none, linked to a confident identity as a Christian faith-based Movement. In order to promote the Christian ethos of the YMCA it is important that certain posts are filled by committed Christians. If the advertisement/job details for the position for which you are applying states that you are required to have a personal commitment to the Christian faith, the information you supply in the 'Religious Beliefs' section of your application will be taken into account in the selection process. If this is not the case, whilst you will be expected to respect the Christian ethos of the YMCA and uphold its values in your work, you are not required to complete the 'Religious Beliefs' section. The values to be upheld include: being inclusive and welcoming to people of all religious faiths and none; promoting respect and freedom for all; working for tolerance and understanding; having an active care and concern for the community; and affirming the equal value of each person when caring for and working with others.

Thank you again for your interest in working for the YMCA. We look forward to receiving your application.

Bradford YMCA Mission, Values and Ethos

Our Mission

The City of Bradford YMCA is:

- Part of a worldwide inclusive Christian Movement
- Working with people of other religious faiths and those of none
- To transform communities so that all young people truly belong, contribute and thrive

Our Values & Ethos

The City of Bradford YMCA is part of a worldwide Christian Movement and our guiding values are:

- Valuing each person, and especially young people, with respect and understanding
- Being inclusive and welcoming to all people of all religious faiths and none irrespective of sex, marital status, race, colour, nationality, ethnic origin, disability, age or sexual orientation
- Working for tolerance and understanding
- Demonstrating openness, fairness, integrity and accountability
- Committed to learning from experience
- Being flexible and open to change

JOB DESCRIPTION

Job Title: Keyworker – Supporting Families
Department/Unit: YMCA Bradford
Responsible to: Team Manager – Children, Young People and Families

Job Purpose

We are looking to appoint a dynamic individual to join our Children, Young People and Families team to deliver whole family work and one2one work with children, young people and parents in a variety of settings including family homes, schools, youth and community settings.

Keyworkers will support families to achieve the following outcomes:

- Getting a good education
- Good early years development
- Improved mental and physical health
- Promoting recovery and reducing harm from substance use
- Improved family relationships
- Children safe from abuse and exploitation
- Crime prevention and tackling crime
- Safe from domestic abuse
- Secure housing
- Financial stability

Duties and Responsibilities

1. To work with a case load of families who have been appropriately identified as in need of Early Help support in line with the services practice standards.
2. To input and maintain family case files including assessment, plans and reviews and recordings on agreed database systems, including Early Help Module.
3. Undertake activities, including home visits and outreach to make contact and engage referred children, young people and families.
4. To undertake an assessment using the Early Help Assessment Tool (EHAT) ensuring the assessment is child-focused and undertaken in partnership with parents/carers and professionals to establish an understanding of the child and parent's needs, any existing or potential risk and to gain knowledge of the 'Childs' lived experience' and parental challenges.
5. Using the completed EHAT develop, with each family, an outcome focused plan. The support plan will be tailored to each member of the household and focus on areas identified through assessment.
6. To co-ordinate and follow up on all support plan activities, taking on the role of lead practitioner liaising with other agencies such as schools, voluntary and statutory services as required and making making onward referrals for specialist support if required.

7. To undertake Team Around the Family (TAF) reviews coordinating key professionals involved in supporting the family to review and update their plan to help them achieve their goals.
8. To deliver appropriate key work and/or one2one activities with children and young people on the caseload to address identified issues such as child exploitation, NEET etc.
9. To accompany and support children, young people and families on caseload to appointments e.g. to counselling, Job Centre etc. relevant to the outcomes they are working towards.
10. To work closely with referring schools and ensure children and young people on your caseload are achieving good attendance and working to their potential at school – in particular supporting children on caseload who are struggling with at key transition points
11. To ensure a speedy response to any crisis situation facing children, young people and families on caseload – liaising with other agencies and services as appropriate.
12. To exit families from caseload when their plans have been achieved, their needs have been reduced and they are settled into positive outcomes
13. To provide information for monitoring and evaluation on a monthly basis using agreed formats
14. To work in a multi-agency setting and to maintain collaborative working relationships with external agencies including attendance at locality based Family Hubs and Locality meetings.
15. To promote the work of the project and the YMCA including following marketing and PR policies and guidelines providing ideas and information and data when required – ensuring marketing materials are kept fully up to date with any service delivery changes
16. To fully commit and work in accordance with all YMCA Policies and procedures, in particular Code of Conduct, Equal Opportunities & Diversity, Health and Safety, Data Protection and Safeguarding.
17. To undertake agreed training and development activities.

Special Requirements and Environmental Factors:

1. To have a flexible approach and be willing to carry out further functions and roles as required by the management team.
2. To evidence an understanding of the needs of confidentiality
3. To actively promote equality and diversity
4. To work within the ethos of the Bradford YMCA

Safeguarding

YMCA Bradford is fully committed to safeguarding the welfare of all vulnerable adults, children, and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect vulnerable adults, children and young people from harm, abuse and exploitation.

As a staff member you will have responsibility for ensuring that YMCA Bradford's Safeguarding Policies, Procedures and Guidance are delivered in line with our values and ethos to promote the welfare of children, young people and adults within or connected to YMCA Bradford.

Health & Safety

As a member of staff you are responsible for the safety and welfare of all staff and you must therefore have knowledge of the Company's Health & Safety Policy and relevant instructions to your area of work. Any matter which you consider requires attention in this respect is your responsibility to report following the correct procedures, or to the Health and Safety Manager. Copies of the current Health & Safety Policy and Safety Procedures are available in the Centre.

NB. The above job description is not an exhaustive list of duties. The postholder will be expected to perform various tasks as necessitated by the evolution of the role within the organisation and growth of the overall Bradford YMCA strategy and business goals. The main duties of the post may be reviewed with regards to experience and developments within the organisation; any review will be undertaken in conjunction with the post holder

I have received and understood this job description.

Employee Name: _____ Signature: _____

Manager's Name: _____ Signature: _____

Date: _____

PERSON SPECIFICATION

Assessment Methods:

A – Application, I – Interview, R – References/Checks, X – Interview Presentation/Exercise

Personal Attributes	Essential (E) or Desirable (D)	Method of Assessment
Experience		
Experience of working to holistically address identified needs of children/young people aged 0-19 in paid or voluntary capacity.	E	A
Experience of working with parents in a paid or voluntary capacity.	E	I
Experience of working in a multiagency approach and relevant skills to act as a Lead Professional.	E	A
Experience of working with one or more of the following issues: <ul style="list-style-type: none"> • Children/Young people at risk of exploitation • Children/Young people with SEND • Children/Young People Missing from Education • Child or Parent Substance Use • Young Person or Parent economically inactive • Domestic abuse • Criminality • Mental ill health • Parenting 	E	A
Qualifications		
Minimum L3 qualification in Health and Social Care or equivalent	E	A
PTTLS or Award in Education and Training	D	A
Literacy/numeracy up to Level 2 or equivalent	E	A
Training		
Willingness to undertake further training, as required	E	I
Special Knowledge		
Professional experience of working with children, young people and their families, including up-to-date knowledge and experience of safeguarding issues, risk management and procedures	E	I
Knowledge of agencies and services for children/young people and families	E	I
Knowledge of Bradford Children's Social Care and Early Help systems	D	I

Circumstances – Personal		
Provide a positive role model for children, young people and families.	E	I
Willingness to be flexible and work evenings/ weekends	E	I
Holder of a full driving licence and access to own vehicle.	E	A
No contra indications to personal background or criminal records indicating unsuitability to work with children, young people or families or in a position of trust	E	R
Must be eligible to work in the UK	E	R
Disposition, Adjustment & Attitude		
Willingness to adhere to YMCA dress code policy to wear identifiable clothing provided	E	I
Respect for the ethos of the YMCA and able to uphold its values	E	I
Practical Intellectual skills		
Good organisational skills, self-motivation and an ability to work under pressure handling competing demands.	E	I
Good IT skills, including ability to maintain database and spreadsheet records.	E	A
Good written communication skills	E	A
Good verbal communication skills	E	X
Physical/Sensory		
Must be able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate, under the provision of the Disability Discrimination act 1995.	E	A
Equality		
Candidates should indicate an acceptance of a commitment to the principles underlying the YMCA's Equal rights policies and practices.	E	I
A commitment to Bradford YMCA's aims and objectives, including equal opportunities/ diversity policy.	E	I

TERMS & CONDITIONS

SALARY: £26,133 - £28,000 per annum FTE

CONTRACT TYPE: Full 37.5 hours per week

HOURS OF WORK: A Full-Time working week of 5 days per week, this post will involve some after school work. A time off in lieu (T.O.I. L) system is in operation and must be agreed with your line manager.

PAID LEAVE ENTITLEMENT: 23 day (pro rata) paid leave is allowed. 1 extra day's holiday will be awarded for completing 2,4,6,8 and 10 years' service up to a maximum of 28 days (excluding bank holidays). Additional paid leave is granted for 8 statutory Bank Holidays as specified in the Contract of Employment.

SICK PAY: As per contract of employment

DBS Checks: This post requires an enhanced DBS check, the post will be offered subject to satisfactory DBS clearance

TRAVEL: A travel allowance of 45pence per mile is payable, where travel between sites is specified as a requirement in the role.

PENSION: To comply with the new law regarding Pension Automatic Enrolment, depending on your circumstances, you will be automatically enrolled into our qualifying pension scheme, provided by NEST Pensions. You will be able to opt-out of the scheme if you wish, but if you remain a member you will be saving towards your retirement.

If you do not meet the criteria to be automatically enrolled, you will have the option to join the scheme if you wish. Further information on the pension scheme can be obtained by contacting the HR Department.

NOTICE: As per contract of employment

CONDITIONS: The post is subject to a probationary period of 6 months.

DISCIPLINARY & GRIEVANCE: The Association's standard disciplinary and grievance procedures apply to this post.

TRAINING: The Association is committed to the training of all employees as and when necessary.

EQUALITY & DIVERSITY: The post holder must be aware of equality and diversity principles and comply with the YMCA Bradfords equality and diversity procedures.

HEALTH & SAFETY: All staff are responsible for the implementation of the health and safety procedures so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of health and safety arrangements relating to their work to ensure appropriate improvements are made when necessary.

Selection & Interview Arrangements

Interview Panel	TBC
Closing Date	9am Tuesday 23 rd September 2025
Short listing	TBC
Notification of shortlist (Successful candidates only)	TBC
1st Round Interviews	TBC
2 nd Interview Date and Process Assessments	TBC
Panel Decision and Notification	TBC

How to Apply

To download an application pack visit: <https://www.ymca-fyldecoast.org/about-ymca-fylde-coast/careers-at-ymca-fylde-coast/>

Completed application forms should be submitted by email with supporting statements securely attached to:- bradfordrecruitment@fyldecoastymca.org by **closing date of 9am Tuesday 23rd September 2025**

All referee requests will be treated with the strictest confidence and no referee will be approached without obtaining your prior consent. You are also invited to complete and return the Equal Opportunities Form for monitoring purposes.

The Equal Opportunities Form allows Bradford YMCA to follow the recommendations of the Equal Opportunities Commission, the Commission for Racial Equality and the Disability Rights Commission, that we as an employer should monitor the selection process to ensure equality of opportunity is being offered and being achieved. This form will not form part of your application and will be treated as confidential

Thank you for your time and we look forward to receiving your application.