



# The NewBridge Project

Thank you for your interest in working with The NewBridge Project and Dwellbeing Shieldfield in the role of **Youth Worker** for the **Shieldfield Youth Programme**. The closing date for applications is **Monday 10th October**, and interviews will take place over 2 days on Thursday 20th and Friday 21st October (to include an interview and short session with a group of young people.)

We are looking for an experienced and confident Youth Worker to work in collaboration with young people on the development and delivery of the Shieldfield Youth Programme, a programme of activity developed by Dwellbeing Shieldfield and The NewBridge Project.

The youth worker will understand the interests of young people and will be passionate about nurturing and empowering the children and young people of Shieldfield to be leaders in the place where they live and address the issues that affect them. They will be committed to creative thinking about working alongside young people as part of the process as well as through the programme.

## **About The NewBridge Project**

The NewBridge Project is an active artist-led community that supports artists, curators and communities through the provision of space for creative practice, opportunities and an ambitious programme of exhibitions, commissions, artist development and events. We deliver this responsive programme in consultation with artists and community members.

## **About Dwellbeing Shieldfield**

Dwellbeing Shieldfield is a co-operative of Shieldfield residents and community members of all ages and backgrounds. Through our projects, research, and events we share life together, support our neighbours and celebrate and empower our rich and diverse community.

## **This job pack includes:**

1. Important dates and information about the job
2. Description and overview of the job
3. Roles and Responsibilities
4. Skills and experience that we are looking for
5. How to apply:
  - o Details and guidance on how to apply
  - o Selection process & Interview
  - o Further support and queries
6. Further information about the Shieldfield Youth Programme, Dwellbeing and The NewBridge Project

We encourage applicants from all backgrounds to apply who have the relevant expertise and experience to fulfil this role. Please get in touch with any queries or sign up to our open day.

We look forward to hearing from you soon,  
**Shieldfield Youth Programme Team**



## 1. Important dates and information

<b>Title:</b>	<b>Youth Worker</b>
<b>Deadline:</b>	<b>Monday 10 October, 12 noon</b>
<b>Interview Date:</b>	Workshop / session with some members of the Shieldfield Youth Programme: Thursday 20 October (15 minutes between 4-6pm) Panel Interview: Friday 21 October (45 minutes between 10am - 5pm)
<b>Start Date:</b>	As soon as possible
<b>Salary:</b>	£12/hour
<b>Hours:</b>	Part time, 24 hours per week

<p><b>Contract:</b></p>	<p>Beginning October 2022; contract until March 2024 (the extension of the role beyond this is funding dependent but we anticipate it to be a permanent role) 3 month probation period.</p> <p>The role could be either a salaried/employed contract, or on a fixed-term, freelance basis (with you responsible for your own tax and NI).</p>
<p><b>Location:</b></p>	<p>Remote, Detached and Venue based.</p> <p>You will normally have access to The NewBridge Project staff office, and Dwellbeing staff office. We are both based at:</p> <p>The NewBridge Project, Shieldfield Centre, 4-8 Clarence Walk, Newcastle upon Tyne, NE2 1AL</p>
<p><b>Working with:</b></p>	<p>The role will involve working with The NewBridge Project and Dwellbeing Shieldfield Community Benefit Society. The role is supported by a Youth Programme Management Group, which includes staff from The NewBridge Project, and staff and stewards from Dwellbeing Shieldfield.</p> <p>The Youth Worker works closely on delivery with The NewBridge Project's Community Producer, and Dwellbeing's Youth Programme Administrator.</p> <p>There is a volunteer team who support sessions and delivery of the programme.</p> <p>You will be officially employed, and line managed by The NewBridge Project. Your day-to-day work will be supervised by the Youth Management Group.</p>
<p><b>Working day:</b></p>	<p>The role is 24 hours per week, which can be worked across 3 days or could be split across several days. The role will include evening and weekend work.</p> <p>At present our regular youth group meets on a Wednesday between 4-6pm.</p> <p>Day-to-day work includes</p> <ul style="list-style-type: none"> <li>- detached youth work</li> <li>- regular youth sessions for different age groups</li> <li>- working with invited artists and facilitators to deliver sessions</li> <li>- planning and administration</li> <li>- working with the Youth Working Group</li> <li>- trips and residentials</li> <li>- Getting involved in other work at NewBridge and Dwellbeing when appropriate.</li> </ul>
<p><b>Flexible working</b></p>	<p>We are aware that you may have other personal and/or work commitments. We are happy to work flexibly around these, as long as they do not impact on the delivery of regular planned activity.</p>

	Due to the nature of the role you will be expected to work some evenings and weekends. The NewBridge Project operates a Time Off In Lieu policy for out-of-hours work.
<b>Equal Opportunities &amp; Diversity</b>	Both organisations are committed to ensuring an equality of opportunity throughout the recruitment process, and actively welcome applicants from any race, nationality, ethnicity, religion, socio-economic background, sexual orientation, age or disability.

## 2. Description and Overview of the Role

### About the role

The Youth Worker will be responsible for the planning and delivery of meaningful youth activity programmes for children and young people as part of the Shieldfield Youth Programme.

The Shieldfield Youth Programme creates a space for young people to come together in the place where they live, build new friendships, and offers opportunities for them to develop their creative skills and talents and to explore new ways of thinking and doing things together. It aims to empower people to become active members of the local community and is locally rooted, thematically strong and aims to instil values of solidarity, social and economic justice and creativity.

Young people have been at the heart of the programme since its inception and we worked with a Youth Working Group of 6 young people between September 2020 and April 2021 on the early development of the programme. Since officially launching in Spring 2021 the youth programme has been very busy and has worked with over 60 young people in Shieldfield.

The content of the programme at present includes:

- Regular detached youth work
- Regular youth and children’s activity groups (these are currently open to all ages, but with the growth in the number of young people attending, we plan to split this in to age and interest specific groups)
- Monthly workshops - working with an invited workshop leader – such as an artist or activist - to learn new skills and put some of their ideas into practice.
- Seasonal events – Field trips, residentials, ‘summer schools’ and holiday activities.

The Youth Worker will oversee the next stage of the Shieldfield Youth Programme’s development, which will include setting up age specific weekly sessions, and the development of Shieldfield Youth Voice, a new strand of programming for young people ages 13-19. Further details can be found in the ‘About’ section.

## 3. Main tasks and responsibilities

### **Programme development**

- Alongside The NewBridge Project and Dwellbeing, set key aims and plans for the development and delivery of the Shieldfield Youth Programme, ensuring it is developed in line with vision/mission/values of the Youth Programme, NewBridge and Dwellbeing.

- Oversee the planning and delivery of weekly, monthly and seasonal activity as part of the youth programme
- Create a programme that has young peoples' ideas and vision at its centre – assisting young people to engage with the process and be part of the strategic and practical development of the programme.
- Create a programme that supports learning and development for young people.
- Develop the leadership of the Youth Working Group and other potential young leaders / volunteers
- Select and support artists, workshop leaders and facilitators to run sessions for the youth programme.

#### **Programme management**

- Work alongside the Youth Management Group – scheduling and leading monthly meetings
- Manage logistics and administration relating to this programme
- Manage and administer the Youth Programme Budget
- Deliver all activities on time, within agreed budgets and to a high standard
- Identify and manage any safeguarding concerns, keeping confidential records
- Ensure that programme is developed in line with policies and procedures, and review/develop policies and procedures where necessary / appropriate
- Work with teams at NewBridge and Dwellbeing to manage marketing and communications in relation to programme
- Support with running events and activity both on and off-site

#### **Relationship Building**

- Develop strong relationships with young people and their parents/caregivers
- Build proactive relationships with multiple organisations and stakeholders, including schools, agencies, community groups and the police if necessary
- Lead on detached work in Shieldfield to build relationships with young people – both those already engaged and those yet to work with us.
- Develop relationships with organisations and residents in Shieldfield

#### **Evaluation**

- Contribute content to reports for Dwellbeing Stewards/members, NewBridge staff and trustees
- Monitor and evaluate the quality, effectiveness and impact of the Shieldfield Youth Programme, review activity and make changes if necessary
- Collect evaluation data on ongoing basis, such as participant numbers, feedback
- Support with evaluation for funders where appropriate through providing NewBridge and Dwellbeing with above information

#### **Volunteers**

- Recruit, train and lead a team of volunteers as part of the Shieldfield Youth Programme.
- Support the development and training of volunteers
- Manage volunteer rotas
- Recruit, train and supervise a team of volunteer youth workers following Safer Recruitment practice

#### **General**

- Adhere to and uphold to all NewBridge and Dwellbeing procedures and policies – including Health & Safety in our buildings.
- All staff act as a point of contact for the public where appropriate when working in the building, welcoming people and answering any queries
- Involvement in funding bids and fundraising where appropriate

- Keep up to date on email communication.
- Undertake any other related duties, identified by the line manager / Youth Management Group as are within your capabilities

## 4. Skills and experience we are looking for

Some key skills and expertise that we are looking for:

Essential	Desirable
<p><b>Experience and Abilities</b></p> <p>Experience of organising and leading innovative and inclusive youth and families' programmes and learning activities in collaboration with young people.</p> <p>Proven ability to initiate, build and maintain professional relationships with young people from a diverse range of cultural and religious backgrounds.</p> <p>Proven ability to involve young people in the youth work process, through supporting them to share their ideas and use their abilities.</p>	<p><b>Experience and Abilities</b></p> <p>Experience in organising and delivering detached youth work in compliance with health and safety policies and procedures.</p> <p>Proven ability to recruit, train and supervise a team of volunteers and sessional workers.</p> <p>Proven ability of networking and establishing working relationships/partnerships.</p> <p>Experience of engaging young people in the strategic development of youth work.</p>
<p><b>Qualifications</b></p> <p>No Youth Work qualifications are required for this post - but you will need equivalent experience and knowledge of working with young people and best practice in youth work.</p>	<p><b>Qualifications</b></p> <p>Nationally recognised qualification in Children's, Youth or Community work or equivalent experience evidence for the role.</p> <p>Level 3 Safeguarding Training (or a commitment to obtaining this before starting in the post - cost covered by us).</p>
<p><b>Knowledge and Skills</b></p> <p>Ability to communicate verbally with a range of different audiences (children, young people and adults, professionals)</p> <p>Knowledge of legal, regulatory and ethical requirements when carrying out youth work (e.g Safeguarding and child protection procedures)</p> <p>Sound computer skills to use a variety of packages /platforms</p>	<p><b>Knowledge and Skills</b></p> <p>Social Media and online skills</p>



<p><b>Personal Attributes and Interests</b></p> <p>Commitment to inclusion equity and young people's interests and health and wellbeing.</p> <p>Passion for nurturing the gifts and leadership potential of young people</p> <p>Confident in responding to difficult or unexpected situations when working with young people</p> <p>Organised, reliable and efficient</p> <p>Open to artistic methods, imaginative thinking and generating the ideas of others</p> <p>Has a critically reflective approach to youth work practice</p> <p>Interested in the values and work of The NewBridge Project and Dwellbeing Shieldfield. (Please see about section and visit our websites and social media pages - links below).</p>	
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Appointment to this role will be subject to an Enhanced DBS check and full references  
Please find attached The NewBridge Project Link Safeguarding and Child Protection Policies and Procedures.

## 5. Information and guidance on how to apply / selection process

**The deadline for application is Monday 10 October, 12 noon.**

All applications must be sent to [applications@thenewbridgeproject.com](mailto:applications@thenewbridgeproject.com) with the subject heading *Shieldfield Youth Worker Application*

We have a number of different ways to apply for this role. You can do this through:

- A single PDF document containing the information outlined below
- A video or audio file containing the information outlined below
- A mixture of written and video or audio application (eg. an audio application but written Equal Opportunities Form)

If you require any adjustments to the recruitment process, then please contact us directly so we can discuss how to support you in your application.

**Please read this job pack carefully before applying** – the job description and skills outlined should help you to make a strong application.

In your application (whether written, audio or video) please include the following

1. **Statement** (no more than 2 A4 pages in total / 6 minutes) including the following:

1. Your name
2. Your pronouns - tell us how you like to be referred to such as she/her, he/him, they/them
3. Any access requirements or adjustments you want us to know about
4. Why do you want this role?
  - *Think about the role and the organisations you will be working with – what interests you about working on this project? What about this role appeals to you? What do you hope to get out of this role?*
  - *If you aren't familiar with the work of Dwellbeing Shieldfield or The NewBridge Project, please read the bottom section titled 'About Us' or visit our websites/social media pages to find out more:*  
<https://thenewbridgeproject.com>  
<https://www.dwellbeingshieldfield.org.uk>  
<https://www.instagram.com/shieldfielddiversityprogramme/>

5. Tell us how you are a good match for the skills and experience we are looking for.

*Tell us about any relevant work, education, training, skills and experience you have.*

2. **CV** (no more than 2 A4 pages) including the following:

- Name, address, up to date contact information (phone and email)
- Relevant experience (education, trainings, jobs, volunteering, life skills) – please feel free to add background to this experience eg. responsibilities).

3. **Equal opportunities and diversity monitoring form**

We encourage applicants to complete our Equal Opportunities Form, which helps us monitor the diversity of our organisations and our work. Your responses will be treated with full confidentiality. If there are any questions you would rather not answer, please just tick 'prefer not to say' or skip to the next question.

**Selection process**

Applications will be assessed by our Youth Management Group. We assess applications using a matrix based on the criteria outlined in section 4 and the answers given in your statement or audio/video application.

Equal Opportunities monitoring information may be taken into account at the final shortlisting stage to help us achieve our diversity and inclusion goals. This is part of our commitment to taking **positive action** to achieve equality of opportunity throughout our recruitment process.

**Interview**

The Interview process will be held on Thursday 20th and Friday 21st October.

This will involve you delivering a 15 minute workshop session with a group of young people on Thursday 20th followed by a 45 minute panel-style interview on Friday 21st. *Please indicate in your application if you cannot make any of these dates/times.*



If you are shortlisted for an interview, we will contact you via telephone or email, giving full details of the time and who you will be meeting at interview as well as details of the workshop session that you will need to prepare.

We will also provide you with the main interview questions you will be asked in advance, though we may ask some follow up questions during the interview, particularly in relation to the content of your workshop session.

### **Getting in touch**

If you would like to find out more about this role and NewBridge / Dwellbeing, and would like to chat to a member of team, then you can attend our online OPEN AFTERNOON on Thursday 29th September, where you will can ask any questions you have about the role. **Please sign up for a slot HERE.**

Once your appointment is confirmed we will email you a zoom link, or we will request a phone number to reach you by telephone if you prefer.

We are also happy to meet in person if you prefer or arrange a time to chat on another day if the 29th doesn't work for you.

We can also answer written questions via email, please send your query to [applications@thenewbridgeproject.com](mailto:applications@thenewbridgeproject.com) with the subject heading *Youth Worker Query*. Please don't leave it too late with any questions though, so we can make sure we have time to get back to you.



## ABOUT US

### About The Shieldfield Youth Programme

The Shieldfield Youth Programme is an ongoing programme of activity developed by Dwellbeing Shieldfield and The NewBridge Project in collaboration with young people living in Shieldfield. It officially launched in Spring 2021.

Our team can be found out and about in Shieldfield meeting lots of great young people, creating and running many different community events as well as working with the young people themselves to have a positive impact on the place we live and work!

We currently run weekly sessions every Wednesday from 4-6pm during term time at The NewBridge Project. These are free to attend and open to all young people, and members currently range from ages **4-17**. During the sessions we play games, have discussions, take part in creative activities, and have snacks.

### How the programme was developed

The Shieldfield Youth Programme was developed in response to the lack of youth provision in Shieldfield, and has been developed from the ground up in response to young people's ideas, with their vision at its centre.

Young people have been at the heart of the programme since its inception, and we worked with a Youth Working Group of 5 young people between September 2020 and April 2021 on the early development of the programme – including recruitment of a youth worker, planning engagement events, and creating our manifesto! This group of young leaders helped us plan and deliver lots of activities including our Summer Holidays Programme 2021.

Since officially launching in Spring 2021 the youth programme has been very busy and we have worked with over 60 young people in Shieldfield. We have been out and about on regular detached sessions meeting the young people and their families around Shieldfield, running regular which include weekly activities, monthly skills workshops, residentials, trips, events and detached youth work/relationship building. The programme is led by a Youth Worker and a youth work team, made up of staff from NewBridge, Dwellbeing and volunteers.

The first year of the programme has included comedy workshops with Felt Nowt, workshops with BRASH Theatre, graffiti workshops with Creative Ginger, zine making with Overlay Press, animation and film making with Hot Desque, gardening in Shieldfield as part of Shieldfield Grows and NewBridge Dye Garden projects, magazine making and much more!

We have worked with lots of artists, as well as local partners including Star and Shadow Cinema, Shieldfield Art Works, Big River Bakery, Forum Café, Slugtown, Caring Hands, Christchurch, and local schools.

Here are some examples of the fantastic activity the young people have led and taken part in:

- **Shieldfield Summer Programme 2021**

The Shieldfield Summer Programme was developed by the Youth Working Group (6 young people ages 11-17 ) with support from staff at NewBridge and Dwellbeing. They designed the programme to engage and bring together more young people from Shieldfield and introduce them to the Shieldfield Youth Programme. The exciting programme of activity included football, theatre and graffiti workshops, comedy writing and performance, and lots of outdoor activity.

- **SLACK'S RADIO**

Local Radio 'Slack's' was in residence at NewBridge, and Shieldfield Youth Programme took to the airwaves in November and January to record two live radio shows. As part of this they interviewed one another, played songs and told jokes, as well as learning all about how to create a radio show!

- **BANDCAMP**

Over the April 2022 half term we hosted BANDCAMP – a 3-day project with artist Liberty Hodes. Over 3-days of workshops the young people learnt about the history of punk music and bands, created their own punk personas complete with tie dye costumes and name badges. They then wrote their own original lyrics and created music using guitars, pianos, trumpets, bassoons, microphones and amps. The final day had a performance at Star and Shadow Cinema for friends and family where they performed their own original songs! One young person said that band camp was "*The best thing they had ever done*".

## **Feedback**

Feedback from parents and young people have shown that the Youth Programme genuinely inspires, improves health and wellbeing, creates opportunities for people to build confidence and creativity, and has given space for young people to have a positive impact on the place they live and other people who spend time in Shieldfield.

Older youth group members' leadership skills have grown, and they have led their own creative sessions, supported younger members, and shadowed staff at NewBridge and Dwellbeing.

The programme not only supports young people, as the activity filters out to support parents & residents in Shieldfield, reducing isolation and building community in the whole locality.

#### **What parents and teachers have said about the programme:**

*"It's nice having all the kids in the area... when you see them in the park and around the area, it makes it feel like there's some coming together. There's lots of different cultures and backgrounds... their upbringings are different, and this (Shieldfield Youth Programme) is something that brings them all together."*

*"We are over the moon there is finally something like this in our area...thanks to your team on such a great programme."*

#### **The young people have said about the programme:**

*"I get enjoyment and gain confidence. It opens up new opportunities, is something to look forward to and there's a range of activities." (age 14)*

*"Being in the Youth Programme I gain confidence and gain new skills. Kate and Elaine support us and listen to our ideas" (age 14)*

*"We like coming to NewBridge (Shieldfield Youth Programme) because we get to do things we haven't been able to do before, and meet new people. Like, I've never been able to make a badge, didn't even know you could, and we did! We ask what we want, and they try to make it possible. For example, we asked for more performing arts and we got to do comedy, we went to the theatre and we did a band camp." (age 14)*

*"The Youth Programme is a place to come home. It boosts my confidence, is a place to meet new people and be happy. The Youth Programme helps us run our own sessions with help from Kate and Elaine." (age 12)*

#### **What next?**

The Youth Worker will oversee the next stage of the Shieldfield Youth Programmes development, which will include the continuation of our current programme, alongside establishing age specific weekly sessions, and the development of Shieldfield Youth Voice, a new strand of programming for young people ages 13-19.

Shieldfield Youth Voice will support young people aged 13-19 alongside our current work. We will run weekly term time sessions, detached shifts and events culminating in two projects developed and delivered by the group (funding for the delivery of this project is currently pending).

Our programme gives a platform for young people to have a positive impact on the place they live and other people who spend time here. In weekly sessions Youth Voice members will be supported to:

- Explore issues and themes they are interested in
- Plan and deliver two projects each year around a chosen theme/issue
- Facilitate activities for young people and community members
- Research, visit and network organisations around Newcastle to support above
- Present about and evaluate their work

## About The NewBridge Project

The NewBridge Project is an active artist-led community that supports artists, curators and communities through the provision of space for creative practice, curatorial opportunities and an ambitious programme of exhibitions, commissions, artist development and events.

The NewBridge Project was established in 2010 to provide exchange and support in an engaged community of artists, and our public spaces are places where artists and local communities can come together to work, learn and socialise with each other.

Our programme is shaped in response to artists' and communities' needs and interests. This creates a programme that reflects the diversity of contemporary art practice, is responsive to the environment within which it exists, that builds solidarity, and that places community-centred, experimental, collaborative and socially conscious programming at its heart.

<https://thenewbridgeproject.com>

## About Dwellbeing Shieldfield

Dwellbeing Shieldfield is a welcoming, creative and inclusive co-operative of Shieldfield residents and community members of all ages and backgrounds. Through our projects, research and events we share life together, support our neighbours and celebrate and empower our rich and diverse community.

Our aim is for community members to play an active role in shaping life in Shieldfield. We share our knowledge about the issues and challenges that affect our neighbourhood and work collectively to find alternative ways of organising, learning and solidarity. Through these actions we embrace a joyful community spirit that can lead Shieldfield (and other neighbourhoods like it) toward self-reliance, interdependence, and flourishing.

Dwellbeing Shieldfield is committed to a voluntary open membership; autonomy and independence; education and training; solidarity with other cooperatives and being connected to a wider, international movement. Our principles are in line with the cooperative principles of **honesty, openness, care for others, democracy and equality**, with **community wellbeing** at the heart of what we do.

<https://www.dwellbeingshieldfield.org.uk/>