

# Job Pack

All you need to know about working at Spark2Life.



## Introduction

We are delighted you are considering applying for a role at Spark2Life.

We are a small, dedicated team who work with young people, families, professionals, volunteers, and partners to deliver a wide range of programmes which align with our mission. We are looking for an enthusiastic person to join our team; someone committed to reduce violence affecting young people and who wants to work with likeminded people to make a difference. This information pack contains important information about the organisation, and the specific role you will be applying for. Please read it carefully.

To request this information in other formats, or if you have any queries, please contact [Recruitment@spark2life.co.uk](mailto:Recruitment@spark2life.co.uk)

## About Spark2Life

Spark2Life is a community inspired charity. We have been running programmes since 2006 and we operate in London, Kent and Buckinghamshire.

**Our mission:** To prevent harm and promote life. We strive to reduce violence affecting young people, racial disproportionality and school exclusions. We exist to help young people thrive by equipping them with the tools to successfully navigate life and increase resilience.

**How we work:** We work in schools and the community providing a wrap-around type of support to young people who are impacted by violence and criminal exploitation. We support their families and we train professionals in the sector to strengthen the support young people receive. Our programmes include: Mentoring; Casework; Detached work; Advocacy; Counselling; Awareness.

## Our Values:

### Hope

Through working together we aim to present SMART goals so those we support can reach and achieve what they do not have but need to become their best selves.

### Transformation

Offer new perspectives of thinking that influences a person's behaviour.

### Love

To offer unconditional positive regard and to show the outworking of our love through acts of service especially for those deemed less deserving due to their offending history.

### Justice

A wholistic person centred approach to justice. People may be dually convicted, but we need to make sure they are not un-fairly treated and sentenced.

### Integrity

Our action must match our words and we must speak from a place of truth and honesty seasoned with love and compassion.

### Forgiveness

Forgiveness can be hard to give and at times receive but carries so much power that when processed can lead to true freedom. If we want to receive forgiveness, we must learn to offer forgiveness.

### Wellbeing

Looking after oneself is important and rest is a necessity. Self-awareness and finding a healthylife rhythm is key to physical, emotional, and mental well-being. We seek to foster an environment that is supportive, accountable, and honest with ourselves and one another. We can only give out of what we have.

### Advocacy

We are committed to speaking up and standing up for those we represent and advocate for and with. We are passionate when it comes to fighting for racial and social justice to address issues of inequality and equity.



***“Every role at Spark2Life is critical to our mission to keep young people safe from harm and violence, including this role. Spark2Life is an inclusive employer and keen to attract diverse talent”.***

Dez Brown – CEO & Founder of Spark2Life

## Role Description

# Schools Worker (Buckinghamshire)

Salary range:	£21,000 – £25,000 (Pro rota)
Annual leave:	25 days a year plus England Bank Holidays
Hours:	7.5 – 15 hours per week
Location:	Buckinghamshire (Occasional travel to our head office in Walthamstow, London)
Duration:	Fixed Term Contract (until 31st March 2025)
Reports to:	Buckinghamshire Coordinator

## About the role

As a Schools Worker you will be working directly with children and young people aged 10-16 years old, who are involved in anti-social behaviour, offending or gang related activity.

You will engage with young people in the areas where we operate, offering advocacy and support. The aim of this role is to improve young people's life skills and challenge their mindsets so that they can stay safe, pursue a positive lifestyle and develop positive relationships.



# Job Description

## Key Tasks and Responsibilities

- Work with 10 – 16-year-olds
- Deliver 1:1 and group mentoring session to young people at risk of being permanently excluded from mainstream school.
- Deliver 1:1 and group mentoring session to young people already permanently excluded and attending a Pupil Referral Unit (PRU)
- Keep clear and up to date case work files on the information management system
- Monitor the progress of clients using tools provided by Spark2Life
- Attend professional's meetings with partners and external agencies
- Contribute to the monitoring and evaluation of projects
- Deliver grant funded programmes that fall in line with your job description

# Job Description

## Monitoring and Evaluation

- Accurately document all client interaction on Spark2Life's case management database (ChildView), always working in line with Spark2Life's case management policy
- Work in line with GDPR, maintaining confidential service-user records of interventions and contact details in line with Spark2Life's case management policy
- Support in the collation and production of reports as requested, including ensuring that appropriate recording, monitoring and evaluation of work is completed to set deadlines
- Carry out any administrative tasks, monitoring, evaluation and reporting as required

## General Responsibilities

- Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position.
- Contribute to overall management and organisation development of Spark2Life by attending meetings and training as required.
- Maintain and improve competencies through continuous professional development.
- Abide by all organisational policies, codes of conduct and practices.
- Actively support and promote inclusion, diversity and equality of opportunity in the workplace.
- Treat confidentially any personal, private or sensitive information about service delivery, individual organisations, clients and staff.
- This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

# Person Specification

## **Skills, Abilities & Knowledge**

- The ability to access and correspond effectively with other professionals
- The ability to offer young people 1:1 mentoring
- The ability to present as a good role model to young people and help them achieve their potential
- Have a knowledge and understanding of child protection and health and safety practices and procedures
- Have good listening skills
- The ability to communicate effectively with people, families, social services and a range of other professionals
- Knowledge and awareness of issues and factors related to gang involvement and reoffending
- The ability to exercise initiative, work independently and take responsibility for the delivery of a programme
  - The ability to work flexibly
- The ability to work effectively in a team and to work with individuals, institutions and organisations
- The ability to communicate well through a variety of means (verbally, in writing and electronically)
- Ability to use ICT for administration
- Understanding and awareness of GDPR and a commitment to work within our Data Protection Policy

## **Qualifications & Training**

- Excellent level of communication and interpersonal skills
- Evidence of key competencies in literacy and numeracy with at least a qualification at GCSE grade C,
- NVQ level 2, or equivalent

# Person Specification

## Desirable Skills and Experience

- Working with young people who present challenges and lack motivation
- Motivating disaffected young people to access positive opportunities towards change
- Managing caseloads with a difficult client group
- Working with partner organisations/professionals
- Can drive and have a car
- Excellent communication and presentation skills to groups
- Experience of facilitating group mentoring
- The ability to write sessions for various audiences
- Evidence of relevant training and/or professional development with this client group or associating factors i.e. drugs etc.
- Knowledge and experience of working with multiple support agencies

## Being part of the team

### **At Spark2Life we want people to grow and succeed**

Alongside our values, we expect everyone to display the behaviours needed to contribute to our vision and purpose. In return we seek to offer an inclusive, rewarding, and collaborative environment and several benefits.

### **Stay and grow**

- 25 days annual leave, plus 8 bank holidays per year
- Annual performance review with development plans
- Manage your attendance, expenses and development via easy to use online Bright HR system and app
- Discounts for services and products via Bright HR system
- Free access to counselling
- Access to Employee Assistance Programme
- Team building sessions throughout the year

## How to apply

To apply for this post, please:

- 1) download and complete an [application form](#)
- 2) attach your **cover letter**
- 3) attach your **CV**
- 4) send these via email to **Recruitment@spark2life.co.uk**

For any questions or to arrange an informal chat about this role, email the Managing Director Jamela Ricketts on [jamela@spark2life.co.uk](mailto:jamela@spark2life.co.uk)

### **Equal opportunities matter**

Spark2Life is committed to providing equal opportunities for everyone regardless of their background.

If you would like to discuss your application, or have any queries about our work, please contact [Recruitment@spark2life.co.uk](mailto:Recruitment@spark2life.co.uk).

