

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

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

Community and youth engagement Worker

Salary range:	£23,000(Pro-rotta)
Annual leave:	25 days a year plus England Bank Holidays
Hours:	22.5 hours per week
Location:	Waltham Forest
Duration:	Fixed Term Contract (Until 31st March 2025)
Reports to:	Managing Director

About the role

As the Spark2Life’s Engagement Worker you will be responsible for:

A) planning and facilitating monthly meetings of the Waltham Forest Collective group, a Spark2Life initiative aiming to develop a community plan to help address the needs of the Black African and Caribbean community on topics of: Relationship with Police; Education and school exclusions; Mental Health and Housing services.

B) establishing a Spark2Life Youth Forum. Our aim is for young people affected by violence to be able to come to me a critical friend to the organisation’s serv



Job Description

Key Tasks and Responsibilities

- To plan and establish monthly events and meeting attended by the Black African and Caribbean community and local authority representatives to discuss localised issues effecting the said demographic.
- To develop and implement a youth panel aimed at increasing young people's participation in Spark2Life's decision making, service improvement and service delivery
- To develop partnership work with key stakeholders, both internally and externally, with a view to developing and broadening community engagement and involvement within the youth.
- To identify, develop and maintain effective partnerships with local communities, service users, volunteers and key partners to engage them in the prevention of violence affecting young people.
- To help young people build their skills and confidence so that young people's participation and contribution are maximised and that they are able to express their views
- Be a champion for community and youth engagement, adopting a young person centric approach.
- Work with the Communications Team to promote opportunities and involvement through a range of channels and create opportunities for young people to share their stories.
- To collate the insights and voice of residents and young people to feed into and support policy decisions and funding opportunities.
- To build knowledge and understanding of national and regional changes in violence reduction and youth involvement and practice.
- To ensure that all activities involving young people, including regular youth panel sessions, are undertaken in a safe environment and ensure health and safety compliance is maintained.
- Representing the Spark2Life youth and community groups at public events, conferences, and with the press/media.

Job Description

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

Abilities & Knowledge

- Empathy for and understanding of the needs of young people affected by offending and violence
- An understanding of the needs of the Black African and Caribbean community
- An understanding of Safeguarding and Health and Safety policies and practices in the workplace
- Ability to understand and communicate the needs of adults and young people to a range of stakeholders
- Excellent written and verbal communication, including the ability to communicate effectively with external stakeholders
- Excellent time management and strong organisational skills; enabling you to handle matters efficiently and proactively
- Strong attention to detail, accurate spelling and good writing, proofing and editing skills
- IT skills including Microsoft Outlook, Excel, Word and PowerPoint
- Discretion and judgement, and experience of dealing with sensitive information

Personal Qualities

- A pro-active approach, self-motivated and enthusiastic with very high levels of initiative, innovative and imaginative thinking
- Excellent interpersonal skills and good at developing relationships
- Good understanding of different audiences
- Excellent influencing and persuading skills
- Absolute discretion and ability to maintain confidentiality
- Robust decision-making skills
- High-level organisation, attention to detail and time management skills

Person Specification

Desirable Skills and Experience

- Experience of working in the area of network development/ building communities of young people
- Experience and good understanding of user involvement and youth participation
- Experience of understanding and communicating with different audiences
- Experience of working with communities and young people creating opportunities for them to lead and have their voice heard
- Experience in lead engaging sessions that help young people discover and utilise their strengths and resources.
- Experience in managing and fostering the voices of communities and young people.
- Experience in managing various stakeholder relationships
- Experience of presenting information confidently to different audiences, including public speaking

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

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.

