

# VOYYPIC

VOICE OF  
YOUNG PEOPLE  
IN CARE

## Youth Rights Worker Information Recruitment Pack



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# Welcome to VOYPIC

Dear Applicant,

Voice of Young People in Care is seeking applications for two full-time [37.5 hours] Youth Rights Workers to achieve extraordinary things for children in care and care leavers. Both posts will be based in Belfast.

The successful candidates will; have a key role in reaching out to children and young people living in and leaving care; have a good understanding of issues facing children in care, decision making processes in the care system; and a passion for ensuring children's views are heard and acted upon.

We are seeking highly motivated individuals who will go the extra mile. Strong communication and negotiation skills are required, as is experience of working with children and young people on an individual and group basis.

We welcome applications from adults with a care experience. Applications are also encouraged from males who are currently under-represented in the workplace. We are an equal opportunities employer and all appointments will be on the basis of merit.

The closing date for application is Friday 18th June at 12 noon. Late applications will not be considered.

Viable Corporate Services, will be leading the recruitment process. If you have any questions on the applications process, please in the first instance contact HR Officer Viable at [hrofficer@viablecs.org](mailto:hrofficer@viablecs.org)

Yours sincerely,

Alicia Toal  
Chief Executive



# Background to VOYPIC

## Who we are

VOYPIC was created in 1993 by a group of children and young people in care and practitioners. The message and philosophy remain unchanged. Just as in 1993, children ask VOYPIC to provide: a place to meet, have fun and connect with their peers; a space to understand and come to terms with why they are in care; and a way to share their wisdom, experience and vision to build a better care system.

## What we do

VOYPIC is an independent children's charity that promotes the rights and voice of children in care and young people leaving care to change lives and improve outcomes. We believe that every child in care should experience positive relationships, stability, and be empowered to transform their life.

We provide help, support and advice to children and young people up to the age of 25. Using an asset-based approach we strive to reach out to children and young people and make a real difference in their day to day lives. We listen and learn from what children and young people tell us about their experience of care and work in partnership with them to influence legislation, policy and practice.

We provide regional services from our four locations in Belfast, Derry/Londonderry, Ballymena, and Lurgan. In 2019-20 we supported 666 children and young people.





# Background to VOYPIC

## **Our core work includes:**

### **Advocacy:**

We provide an independent advocacy service for children in care and care leavers on behalf of the Health and Social Care Board (HSCB). This service offers information, advice and assistance to children and young people seeking resolution to issues or concerns they face while in care. We help young access information and services; be involved in decisions about their lives; explore choices and options; defend and promote their rights.

### **Participation:**

We help connect young people with a lived experience of care with their peers. We host regular groups, participation forums and activities that help young people build their self-confidence and personal skills, whilst making new connections and friends.

### **Influencing Change:**

In partnership with young people we use our knowledge and experience to campaign for change and quality improvements in care. Our work strengthens the voice of children and young people and together we instigate the change they want to see.

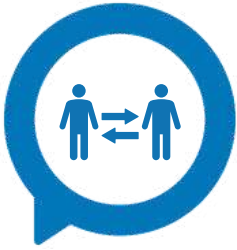
It's important that the voice of young people in care is heard by those who make the big decisions. We work with people and organisations, including government, to make sure this happens

You can learn about our mission, vision, cause and work on our website at [www.voypic.org](http://www.voypic.org).





# Our Values



Relationship  
Based



Commitment



Integrity



Respect for Rights



Solution  
Focused

- **Relationship based:** We are driven by the needs and aspirations of children and young people. We listen, learn, and work with them to ensure their voice is heard. We are dedicated to empowering young people so that they reach their potential in whatever they choose to do.
- **Commitment:** We are committed, passionate and enthusiastic about our work, campaigns and services. We act as champions for change. Our commitment is to work in a dedicated and focused way to achieve results for children and young people with a lived experience of care.
- **Integrity:** We engage with people in an open, accessible and genuine manner, taking their views into account. We are open and honest with our children and young people and partners and strive to do what we say. We work to a strong moral code rooted in the ideals of social justice. We operate in a transparent way, reporting openly to our stakeholders on performance.
- **Respect for Rights:** We respect the rights of children and young people and are prepared to challenge others to do the same
- **Solution Focused:** Our approach is to be positive about the future. We are proud of what we do and what we have achieved. We face problems with a solution-oriented mentality and we encourage our staff, stakeholders and young people themselves to be problem solvers.

We reach out to children and young people; we listen to their experiences of care and work together with their families, carers and professionals to bring about positive change. We work in a busy, creative space, inclusive of all; building relationships and partnerships, promoting kindness, fairness and learning.

We are always evolving and changing to meet the new challenges and aspirations care experienced young people present to us. We take risks and learn from our mistakes. We don't give up when things get difficult; we look hard for a solution. We encourage leadership from everyone to make change happen.

Welcome aboard!



# The Job Description

<b>Job Title:</b>	<b>Youth Rights Worker</b>	
<b>Salary:</b>	<b>NJC points 16-20</b>	<b>£24,012 - 25,991</b>
<b>Responsible to:</b>	<b>Children and young people</b>	

## **Job Role:**

You will have a lead role in reaching out to children and young people living in and leaving care. You will have a good understanding of issues faced by young people and assist them to participate fully in the decision-making processes governing their lives. Youth Rights Workers also support young people to come together, share their experiences, and identify their priorities for positive change.

## **Core and Purpose of the role**

- Provide professional advocacy support to children and young people in a range of settings, and promote and facilitate their participation in decision-making processes.
- To facilitate group advocacy to children and young people in a range of care and after-care settings.
- Assist and empower children and young people to develop their personal advocacy skills, which will enable them to represent their views to key people in their lives.
- Assist children and young people to share their views and experiences of care and engage with decision-makers.
- Facilitate positive group work activities that promote and engage children and young people. These groups will focus on participation and social action.
- To build children and young people's capacity to engage in strategic decision-making processes e.g. VOYPIC's Board, HSCT participative structures, consultations etc.
- To work in partnership with social care professionals, carers, families and others to promote best practice in respect of children's rights.

## **Job Outcomes**

- To provide an outreach youth rights service directly to children and young people in care or who have care experience, through professional advocacy, participative practice and other appropriate forms of intervention.
- To promote children's welfare and their rights within the UN Convention on the Rights of the Child, the Children (NI) Order and all other appropriate guidance and legislation.



# The Job Description

- To ensure that the voices of children and young people in care or with a care experience are heard by those providing services and caring for them, and that their views are fully taken into account.
- To effectively engage and communicate with children and young people of all ages and develop their skills and confidence through individual advocacy and group activities.
- To act in accordance with relevant policies, procedures within VOYPIC, particularly safeguarding procedures.
- To be pro-active in challenging practice by social care professionals in order to improve the quality of service provided to children and young people in care.
- To contribute to the monitoring, annual review and quality assurance of the service to ensure that the services offered meet the needs of the children and young people.
- To work collaboratively with the staff teams across the agency to ensure standardisation of approach and quality of practice.
- To work in a flexible and responsive way that ensures the service is capable of meeting key goals, objectives and funder requirement.
- To keep abreast of any new policy or legislative changes through research and training, that impact on children and young people in care and take on an 'expert' role in promoting the rights of children and young people in care and leaving care with other professionals within social care.
- To provide children and young people in care and leaving care with relevant user-friendly information about their rights and entitlements etc. and support them in interpreting and understanding information so that they can make well-informed decisions.
- To maintain an efficient and effective administrative and recording system for the service. This includes recording and collating emerging themes from our work.
- To provide quarterly case studies to senior management so that lessons can be learnt, and quality of practice challenged constructively.
- To support front-line staff and managers to better understand the role of advocacy and participative practice and to ensure positive relationships are developed and managed.
- To offer advice and information for professionals, carers and families working with children and young people in care.
- To lead in developing new initiatives within VOYPIC which promote children's rights, safeguards their welfare, and facilitates their participation in decision-making processes.





# The Job Description

- To attend meetings, training and other forums as required and present to other service areas on a regular basis to update on Children's Rights issues.
- To support children and young people to attend and present their views to Corporate Parenting meetings/forums.
- To work evenings and occasional weekends as necessary.
- To undertake responsibility for any other project or area of work as directed by the line managers.

## **Corporate responsibilities**

- To support and supervise student placements, volunteers and young people as required.
- To keep good financial records and management of petty cash as required.



# Person Specification

**It is essential that in your written application you give evidence or examples of your proven experience in each of the essential short-listing Criteria.**

## **Essential Criteria**

### **Qualifications and Experience**

- A Diploma/Degree Social Work / Youth & Community Work qualification & 2 years' experience working directly with vulnerable children and young people on an individual and group basis setting in a paid capacity.
- Experience of engaging and advocating with and for vulnerable children and young people using participative practice or a strength-based approach.

### **Knowledge**

- Knowledge of legislation, statutory regulations and Government guidance and standards relevant to young people looked after and leaving care.
- A solid understanding of the issues that impact on children and young people in care or with care experience.
- A solid understanding of Children's Rights in line with the UN Convention on the Rights of the Child.

### **Skills and Abilities**

- An ability and commitment to engage and communicate with children and young people in care of diverse backgrounds, age, gender and ethnicity and support them to voice their views, wishes and feelings.
- Ability to strongly advocate and influence on issues related to children and young people who are, or have been, in care.
- A capacity to communicate in a professional manner with key stakeholders at all levels to challenge practice and negotiate positive outcomes for children and young people in care.
- Delivers results, works hard, takes ownership and consistently meets or exceeds targets.
- Takes decisive and effective action to tackle professional challenges
- Seizes opportunities to create a positive and professional image of VOYPIC through discussion and personal example.
- Promotes respect for all people, recognises differing needs and expectations and challenges all oppressive practice.
- Has strong written, verbal and ICT communication skills and a capacity to adapt this according to the audience.



# Person Specification

## **Circumstances**

- A current full driving license valid in the UK and access to a car.
- This criterion will be waived in the case of an applicant whose disability prohibits driving but who is able to organise suitable alternative arrangements.
- Ability to work outside normal working hours when required.

## **Desirable: insert any desirable criteria**

- Experience of working with Children and Young People with a disability.

**NB: These criteria may be enhanced to aid shortlisting for each of the essential criteria, candidates are expected to provide evidence of how they meet the specific requirements. The panel cannot draw inferences from the material supplied so clear evidence must be stated if the candidate is to be deemed to have met the essential criteria**



# Conditions of Service

<b>POSITION:</b>	<b>Youth Rights Worker</b>
<b>LOCATION:</b>	<b>Belfast and South East</b>
<b>SALARY</b>	<b>NJC points 16-20    £24,012 - 25,991</b>
<b>RESPONSIBLE TO:</b>	<b>Children and Young People</b>
<b>LINE MANAGEMENT:</b>	<b>Area Manager</b>
<b>HOURS:</b>	<b>37 ½ hours per week</b>
<b>LEAVE:</b>	<b>25 Days per annum pro rata</b>
<b>PROBATIONARY PERIOD:</b>	<b>6 Months</b>

## **Travel Expenses**

Responsibility is on the employee to ensure that when using the car in the course of business, that proper insurance cover is acquired, and that the car is maintained in a roadworthy condition. A mileage allowance will be payable by VOYPIC towards expenses.

## **Pension**

VOYPIC has a workplace pension scheme. VOYPIC makes an employer contribution of 6% and employees are expected to contribute 3%. This is the only scheme that VOYPIC will make pension contributions to.

## **TOIL**

There is no entitlement to overtime payment. However, you are entitled to receive time off in lieu for hours worked in excess of your normal working week.

## **Equal Opportunities Policy**

VOYPIC is an equal opportunity employer. The aim of its policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of nationality, race, ethnic origin, gender, marital status, sexual orientation, disability, religious belief or political opinion, nor should they be disadvantaged by conditions or requirements which are neither justified nor relevant to the job.

It is the responsibility of all staff to ensure a harmonious working environment in which the dignity of all employees and services users is respected.



# Reward Statement

## Financial

- Sector Competitive Salaries
- Employer Pension Contributions 6%
- Annual Increments to top of scale NJC – cost of living increases
- Business Expenses
- Enhanced maternity, paternity and Adoption Pay
- Enhanced sick pay
- Provided with a work phone and laptop

## Work Life Balance

- Standard 37.5 hour week
- Up to 25 days paid leave
- Time off in Lieu (TOIL) in compensation for additional hours worked
- Flexible Working
- Family Friendly Policies
- Other leave such as compassionate leave

## Training

- Induction training
- In- house training
- On the job learning
- Learning and development plans
- Regular supervision
- Continuing Professional Development
- Strategy & team building days
- Study leave
- Coaching and mentoring
- Annual Performance Review

## Wellbeing

- Investors in People Accredited
- Occupational Health Service Health Plan which includes access to an Independent counselling service
- Return to work interviews
- Free tea/coffee/milk/water fountains
- Clear policies and procedures
- Wellbeing Hour





# The Recruitment Process

**Please read the following carefully before completing your application form. Application form (available as a separate document).**

**The application form:** All sections must be completed, if it is not applicable state that it is not applicable. Applicants please ensure that you first read the essential criteria on the person specification and the duties on the job description to see if you are suitable for the post. If you feel you are, you must write specific examples on the application form demonstrating how you meet every essential criteria – as this is what the short-listing will be based on.

**Personal details:** Make sure that your contact details are clearly displayed. If you, move house, between sending in your form and being interviewed, please let us know as soon as possible. All personal details will be removed prior to the selection process.

**Shortlisting:** Applicants will be shortlisted against the criteria in the person specification.

**The interview:** All shortlisted applicants will be contacted by either telephone or email to offer an interview and this will be confirmed by email. You will be informed of the time, location, and contact for the interview.

Applicants will be asked questions relating to the job description, person specification and application, and the panel will take notes during the course of the interview. This is part of the procedure to ensure that all applicants are treated equally, and to help us to make the right decision.

**In preparation for the interview, take the opportunity to read through the job description, application form,** and any other literature sent as part of the information pack, and be prepared to talk about your experience, giving examples that illustrate your ability to do particular parts of the job. If you have any special requirements that would allow you to participate more fully in the interview, let Human Resources know when you are invited to interview.



# The Recruitment Process

## How to apply

Applications will only be accepted on the official application form. Applications can be downloaded from the following link:

<https://hr.breathehr.com/v/youth-rights-worker-belfast-and-16816>

**Attached CV's will not be considered, either in lieu of the application form or in conjunction with it.**

It is the responsibility of the applicant to ensure that they upload the:

1. Application form
2. Equal Opportunities Monitoring form

And that they upload them to the following link

<https://hr.breathehr.com/v/youth-rights-worker-belfast-and-16816>

**Application received after this time and date will not be accepted.**

Interviews will be held on the 28th and 29th June 2021 over Zoom.

# Privacy Notice for Applicants

## 1. Introduction

VOYPIC is a “data controller”. This means that we are required under data protection legislation to notify you of how we will collect and process your personal data relating to job applicants as part of our recruitment process. This notice will explain how we collect your personal data, its use, storage, transfer and security. We will also explain what rights you have in relation to how we process your personal data. It is important that you read this notice, together with any other privacy notice we may provide during your employment, so that you are aware of how and why we are processing your personal data. We may update this notice at any time.

## 2. Data Controller obligations

We are required by law to ensure that when processing any of your personal data that it is:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept in a form which permits you to be identified for only as long as necessary for the purposes we have told you about.
- Kept securely.

## 3. Information we collect about you

- Your name, salutation, addresses, contact numbers, and personal email addresses.
- Date of birth.
- Gender and religious background.
- Identification documentation -Copy of driving licence, passport etc
- Documentation relating to your right to work in the UK
- Copies of right to work documentation
- References and other information included in or cover letter or as part of the application process.
- Records of your previous employment (including job titles, work history, working hours, training records and professional memberships and salary details)
- Information from interviews you may have

#### **4. Collection of Data**

We may collect this information in a variety of ways. For example, data might be contained in application forms (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews or other methods of assessment or an employment agency.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made to you.

Personal Data is kept in personnel files or within VOYPIC HR and IT systems.

#### **5. Usage of your personal data**

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. To process your application and to help us decide whether to make an offer of employment to you.
2. Where we need to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

#### **6. Purpose for using your personal data**

We may process your data for the following purposes:

- Making a decision about your recruitment or appointment.
- AccessNI checks.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- To prevent and detect fraud.
- Equality and diversity monitoring.

#### **How we process “special categories” of more sensitive personal information**

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Trade union membership (only where you have mentioned this in your application e.g. where you list being a union representative in “positions of responsibility”).
- Information about your health, including any medical condition, health and sickness including pre-employment screening.
- Information about criminal convictions and offences.

We only collect criminal conviction data where it is appropriate given the nature and where the law permits us. This data will usually be collected at the recruitment stage, however, may be also collected during employment should you be successful in obtaining employment.

These “special categories” of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. Our data protection policy contains details of the safeguards which we are required by law to maintain when processing such data.

We may process special categories of personal information in the following circumstances:

Where we need to carry out our legal obligations or exercise rights in connection your application. For example, we will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits

### **If you do not provide your data to us**

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst, you are under no obligation to provide us with your data, we may not be able to process, or continue with your application

## **7. New purpose for using personal data?**

We will only use your personal data for the stated purposes, unless we consider that there is a need to use it for another reason and that reason is compatible with the original purpose. However, if we consider that it is necessary and reasonable to use your personal data for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

There may be circumstances where we have to process your personal data without your knowledge or consent, where this is required by law and in compliance with the above rules.

## **8. Automated decision making**

It is our intention that you will not be subject to automated decision making which will have a significant impact on you, unless we have a lawful reason for doing so and we have notified you.



## **9. Third party service providers and data security**

Third party service providers are only permitted to process your personal data in accordance with our specified instructions. They are also required to take appropriate measures to protect your privacy and personal information. We do not allow your information to be used by the third parties for its own purposes and business activities.

## **10. International transfer outside of the European Economic Area (EEA)**

We may transfer personal information outside the EU. If we do, you can expect the information to be held and used in a way that is consistent with and which respects the EU and UK Laws on Data Protection

## **11. Data Retention**

We will retain your personal data for as long as necessary to fulfil the purposes we collected it for. Our retention policy details the periods of retention for the different types of personal data. We are only allowed to keep your information if we need it for one of the reasons we describe above.

## **12. Data Security**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

### **13. Your Rights**

As a data subject you have the following rights:

- The right to be informed
- The right of access to make a subject access request – you can request a copy of the personal data we hold about you
- The right to rectification – you can ask that we correct any personal data found inaccurate or out of date.
- The right to erasure – you can ask that your personal data is erased
- The right to restrict processing – tell us to stop using information about you to sell products or services
- The right to data portability - provide you or someone else (on your request) in a structured, commonly used and machine-readable format with the information you have provided to us about yourself.
- The right to object - you can tell us you no longer would like us to process your data and to stop processing.
- Rights in relation to automated decision making and profiling – request that we do not make decisions about you that allows computers to make decisions about you based solely on automated processing.

You have the right to complain about how we treat your Personal Data and Special Personal Data to Information Commissioners Office on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.

### **14. Your duty to inform us of any changes**

In order that we can ensure that the personal data we hold in relation to you is accurate, it is important that you keep us informed of any changes to that data.

### **15. Important information about this privacy notice**

We reserve the right to amend or update this privacy notice at any time. We will provide you with a new notice when we make any updates.

## 16. How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact our Data Protection Representative Karen Stirling at KarenStirling@voypic.org

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the

Information Commissioners Office on 03031231113 or via email

<https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England