**Kids Kabin**

10 Church Walk

Newcastle Upon Tyne NE6 3DW

Tel: 0191 295 3655

Email: admin@kidskabin.org.uk

Website: [www.kidskabin.org.uk](http://www.kidskabin.org.uk/)

Dear applicant,

Thank you for your interest in our new Outreach Programme Lead post at Kids Kabin. This is an exciting

opportunity for the right person to help shape and develop our work in new areas in the North East.

Please see the following documents:

1. [The application form](https://36ffdff4-0ebf-473b-823d-6a30ead2fb3a.usrfiles.com/ugd/36ffdf_8621df404ac047bfb1b6e877ce7ae325.docx)
2. The job description, person specification and terms and conditions – please see pages 2 and 3 below
3. The Kids Kabin [Code of Practice](https://www.kidskabin.org.uk/_files/ugd/36ffdf_4e5b43fa128846a8951d6009dc98238a.pdf) – please see page 4 below
4. [The self-disclosure form](https://36ffdff4-0ebf-473b-823d-6a30ead2fb3a.usrfiles.com/ugd/36ffdf_d157c7ec45ba43b6bda74fd02d5b295e.doc)
5. [The Kids Kabin Safeguarding Policy](https://www.kidskabin.org.uk/_files/ugd/36ffdf_ee8e3cd9f260483285579920c95d1a76.pdf)

The application process is as follows:

1. Download the [application form](https://36ffdff4-0ebf-473b-823d-6a30ead2fb3a.usrfiles.com/ugd/36ffdf_8621df404ac047bfb1b6e877ce7ae325.docx), complete all sections, and note that the ‘Statement in Support of Application’ section should be no more than one page. Save this as a PDF or Word document.
2. Download the [self-disclosure form](https://36ffdff4-0ebf-473b-823d-6a30ead2fb3a.usrfiles.com/ugd/36ffdf_d157c7ec45ba43b6bda74fd02d5b295e.doc) and complete page 2 of this document. Save it as a PDF or Word document.
3. Email both the completed application form and the self-disclosure form as PDF or Word document attachments to admin@kidskabin.org.uk. Please do not send any additional information (such as a CV).

Safeguarding is central to all Kids Kabin’s work. Therefore, please note the following:

* When applying, you must provide a full employment history, including periods of unemployment, with dates (to the nearest month) and the names and addresses of previous employers.
* Kids Kabin reserves the right to contact your present employer and any previous employer.
* Employers will be asked about conduct and disciplinary matters, including those which have expired.
* If successful in the selection process, you will be required to undergo a DBS check to identify that you are a suitable person to work with children. Further checks will be made at regular intervals thereafter.
* Confirmation of your identity will be undertaken through the production of birth certificate/marriage or divorce certificate/passport, and educational/professional qualifications will be verified.

Your personal data will be used in accordance with our [Information Policy](https://www.kidskabin.org.uk/_files/ugd/36ffdf_72ca19c4e4384350870717a8bb9802bc.pdf) and will only be used for this recruitment process.

We are a diverse workplace and encourage people from all backgrounds and abilities to apply. If you need further advice or assistance with the application, please get in touch.

Feel free to contact Will Benson on 07896 928 189 or at will@kidskabin.org.uk with any questions or to discuss any aspect of the role.

The deadline for the receipt of completed applications is **Wednesday, January 22nd, 2025 at 5pm.** First stage interviews are planned for **the week commencing February 3rd, 2025.**

Yours sincerely,

Stephanie Beckman

Business Support Manager

 Patron: Lord Rupert Redesdale

Kids Kabin a Company Limited by Guarantee (England and Wales). Registration No. 4000826 Registered Charity No. 1082896. Registered Office as above.



**KIDS KABIN**

**Job description – Outreach Programme Lead**

**Responsible to** – The Chief Officer

**Responsible for** – Coordination and supervision of outreach project staff and volunteers

**Key role - as the Kids Kabin Outreach Programme Lead, you will collaborate with communities and local organisations in new locations in the North East to develop and deliver creative and practical youth sessions for young people.**

**About the position**

* Up to 28 hours a week over four or five days – with most workshops run after school (afternoons and evenings)
* Salary – based on the full-time equivalent salary of £28,105 p.a. (pro rata)
* Five weeks holiday plus public holidays (pro rata)
* 5% employer pension contribution
* Expectation to drive and travel to multiple delivery locations using a Kids Kabin vehicle
* Training and development opportunities
* Subject to DBS and safeguarding checks

**Attitude, approach and reflection**

* To enjoy working with young people in the community and with local organisations.
* To listen to and respond to the needs of the community.
* To reflect on your own skills and practice, and want to learn and grow professionally.
* To be flexible and have creative and enterprising approaches to challenges.

**Work with young people**

* To develop and run a range of creative and practical activities for seven to 16-year-olds, indoors and outdoors, on the streets and on trips.
* To support the personal development needs of young people and assist them in setting their own personal plans, projects and goals.
* To work with parents and carers to maximise positive opportunities for young people.

**Working with partner organisations and the wider community**

* To develop links and creative collaborations with organisations, designing projects and co-delivering them with staff and volunteers.
* To train volunteers of different ages and backgrounds, from Kids Kabin and from other organisations.
* To empower the local community to take control over the running of activities, helping people design and lead their own projects.

**Resources, administration and evaluation**

* To manage a delivery budget and oversee outreach materials, equipment and resources.
* To monitor and evaluate the work thoroughly, and make improvements where required.
* To use IT on a daily basis for planning, monitoring and evaluation.
* To ensure that all activities are planned and run within policy guidelines (e.g. Health and Safety, Equal Opportunities, Child Protection).



**KIDS KABIN**

**Person specification** - **Outreach Programme Lead**

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| --- | --- |
| **Requirement** | **Essential /****Desirable** |
| 1. **Knowledge, skills and experience**

To hold a clean driving license Knowledge or experience working with young peopleKnowledge or experience of working with youth and community organisationsKnowledge or experience of working with volunteers from different backgroundsAn understanding of the safeguarding and health and safety implications of this workKnowledge or experience of monitoring, evaluation and project development. | ED DDEE |
| 1. **Abilities and values**

A commitment to informal education and community development.The ability to participate fully as a member of staff and volunteer team.The ability to communicate with people of different ages and backgrounds.The ability to find solutions to challenges and to support organizational improvements. | EEEE |



**The Kids Kabin Code of Practice.**

Kids Kabin staff and volunteers will:

Create a safe environment

* Ensure that children and adults are safe from any form of abuse, harm or unnecessary risk
* Ensure that children and adults are shown and learn safe practice and are well supervised
* Provide a balance between encouraging challenge, managing risk and knowing people’s limits

Promote equality and diversity

* Welcome difference, challenge discrimination and exclusion of any kind – for example, that based on ethnicity, gender, disability, age or religion

Develop positive relationships within Kids Kabin

* Treat team members with respect, appreciate their strengths and weaknesses and support them when needed
* Promote good practice and challenge bad practice
* Take a positive, respectful, and welcoming approach to all children and young people, especially those who display the most challenging behaviour

Develop positive relationships outside Kids Kabin

* Look outwards from Kids Kabin activities to speak to parents, siblings and the wider community
* Work alongside and support other organisations working in the same communities

Set high expectations for oneself, team members and children to inspire, interest and motivate

* Create and role model a positive and exciting environment for learning and investigation
* Challenge themselves and other to try new things and to support them to do this
* Promote an environment which encourages skills sharing and peer support

Plan, prepare and deliver well thought out activities

* Be prepared for sessions with a plan and the necessary materials
* Structure activities to be aware of timing, children’s motivations, their wishes, age and ability, to enable all children to be involved at all times

Adapt to different people’s needs with a focus on the most disadvantaged and excluded

* Be aware of the different needs and abilities of children and adults and adapt activities and practice to meet these needs
* Show a range of different teaching approaches and recognise different learning styles

Manage behaviour and create a positive and well-ordered environment

* Agree behaviour standards with team members and discuss and adapt these as needed
* Set clear expectations with children and set and observe sanctions and rewards
* Follow up behaviour concerns with team, parents and families and other organisations

Keep good records, evaluate the work and reflect on impact

* Maintain accurate records for attendance, membership, expenditure and other systems
* Measure impact by interviewing children and families and reviewing this with team members
* Maintain confidentiality and keep data secure

Be well organised and contribute to a dynamic, efficient and reflective team

* Actively contribute to meetings, listen to team members and help find creative solutions
* Keep buildings and resources tidy and return things to the right places after use