



**A Civility & Respect
Pledge Council**



**LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD**

YOUTH SUPPORT WORKER (PROJECT BASED)

Recruitment Pack – June 2025



**CREDITON
TOWN COUNCIL**

To the applicant

Thank you for your interest in applying for the position of Youth Support Worker (Project Based) with Crediton Town Council (CTC).

This recruitment pack has been designed to provide you with more information about the role and us as an organisation.

Please note that we will only consider applications that are submitted using our application form - CVs will not be accepted.

Please apply by email for my attention, to r.avery@crediton.gov.uk no later than 9.00 on Friday 31st July 2025.

If you would like any further information or wish to discuss the role and our organisation further, please contact Cath Kelly (Lead Youth Worker) on 01363 773717 or c.kelly@crediton.gov.uk.

Rachel Avery

Rachel Avery FSLCC
Town Clerk

— *About us*

Crediton is a thriving market town, situated in Mid Devon.
Crediton has 8,070 residents (as at the 2021 census).

Established in 1972, CTC is the most local level of government to the town, working alongside Mid Devon District Council and Devon County Council to deliver public services.

We achieved Quality Gold Status in 2021, proving our commitment to progression, good governance and contribution to the community it serves.

Our town has an amazing network of organisations and groups, who are valued highly by the town council. Many are supported through our annual grant funding.

CTC comprises twelve elected councillors across two wards (Boniface and Lawrence), with elections taking place every four years.

Members are ably supported by a small team of officers who work to fulfil its plans, effectively delivering a range of services, projects and events to the community.

About us

Following the withdrawal of a Devon County Council (DCC) funded Youth Service in 2007, councillors actively campaigned for the opening of a new youth club in Crediton. CTC created Crediton Youth Service (CYS) in 2021, supporting young people aged 10-18.

In 2022, CTC created an ambitious plan to provide a mixture of centre-based, detached and outreach youth work, following consultation with residents which identified a need for activities for young people, including the opening of a centre-based youth club at Old Landscore School in March 2022.

Throughout 2022 - 2024 CYS delivered a varied programme, with our Youth Club opening on a Wednesday and Thursday after school for years 6, 7 and 8 and in the evening for young people aged 13+. Young people actively participated in programme planning, giving lots of ideas about the types of activities they would like to be at the Youth Club, including arts, crafts, music, indoor and outdoor gardening, sustainability, developing a small outdoor games area, sewing and textiles, cookery and baking, board games, DND, film nights and trips out.

The service was run by our Lead Youth Worker and supporting sessional workers, based at Old Landscore School.

— *About us*

In November 2024, Old Landscore School closed for redevelopment. Youth activities were relocated to the Hub, in Crediton's Town Square, which has now reached the end of its lease.

CYS launched its Strategic Plan in 2024, which sets out clear objectives for 2024 to 2027. We want to create strong and meaningful networks to enable young people to enjoy their town, thrive during their formative years and become well-rounded, active members of our community.

The Youth Strategic Plan has 4 key objectives:

- 1) To provide youth activities, projects and opportunities in Crediton
- 2) To foster and develop increased learning and development opportunities for young people by encouraging and supporting them to contribute, steer initiatives and lead their own youth-led projects
- 3) To work in partnership with the wider community, health and education organisations and other relevant groups that align with our aims and objectives
- 4) To generate a sense of responsibility and ownership in young people through social action and to develop their citizenship and involvement in their communities.

— *About us*

From August 2025, CYS will be working towards these objectives through the provision of project-based youth work, both weekly and longer term, including increasing our partnership working, establishing a youth council, delivering work with girls and LGBTQ+ young people, and increasing our internship and work experience offer.



— *About the role*

We are looking for Youth Support Workers to help us run an ambitious project-based programme.

These youth support work posts will suit youth workers with skills and experience in project-based youth work, who want to make a substantial difference for young people in our community.

Applicants will need to meet all the essential requirements of the post, as well as demonstrate additional skills that will support one or more project areas.

Each area of work is described below. Posts may be combined for the right applicant. Salary is dependent on experience and qualifications – please see below.

You will need to be able to work independently and as part of a team, and have excellent communication skills.

This role will include evening and weekend work as most of our youth work take place outside of office hours.

— Working for us

You will work as part of a small team and your manager (the Lead Youth Worker) will work alongside you and be available to support you with your youth work delivery.

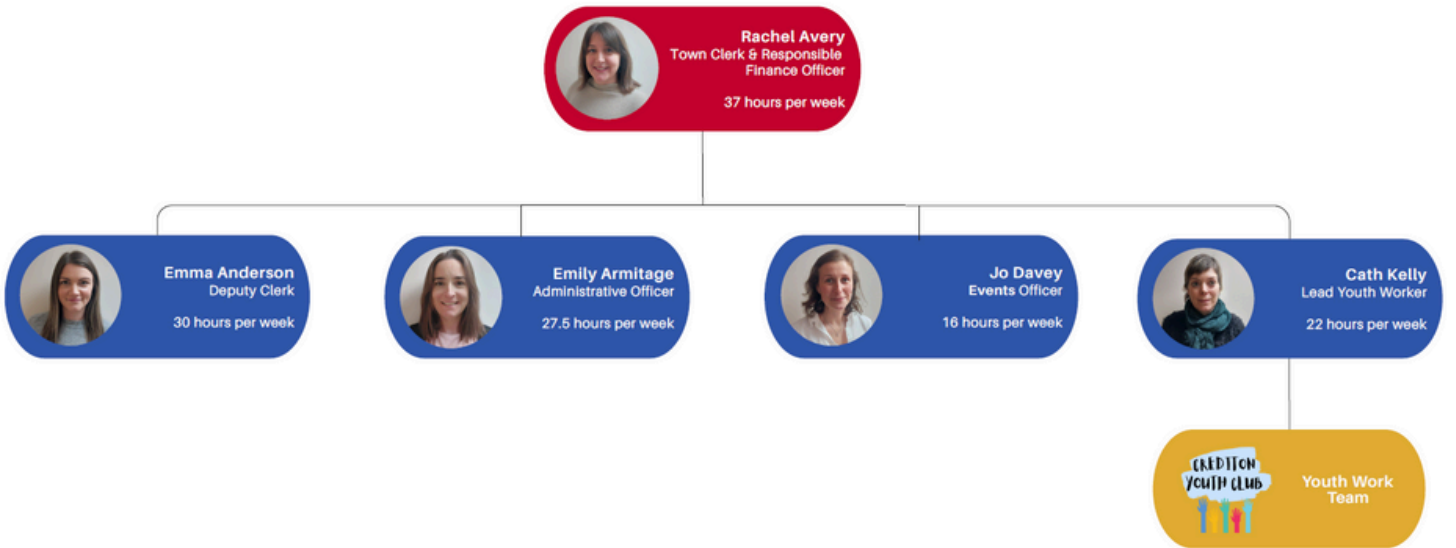
As an employer, we are committed to developing the skills of our team and ensuring professional and personal growth in the form of continuous development.

You will be required to attend staff meetings. These may focus on problem solving, actions, development or team building, as well as curriculum planning and developing a youth work programme.

CTC's staffing structure is as follows:

CREDITON TOWN COUNCIL

Staff Structure - June 2025



— *Job Description*

Core Tasks:

Working with young people, agencies, partners, parents and carers as appropriate:

1. Contribute to planning and delivery of youth work project sessions.
2. Contribute to spaces where youth work takes place being well maintained, clean and inviting to young people.
3. Support young people to be engaged in the planning, delivery and evaluation of their local service and have opportunities to influence the organisation.
4. Create an environment that is fun and engaging for young people and is welcoming to partners, visitors and the wider community.
5. Contribute to the delivery of a needs-led educational curriculum that inspires and challenges young people appropriately.
6. To promote and encourage the participation, responsibility, and empowerment of young people, in all aspects of the work, and in relation to the Youth Council.
7. To value diversity in the provision of the youth service and take positive steps to tackle discrimination and change attitudes.
8. Be a team player who is prepared to share ideas, make the best use of resources, have a go at new things, have fun and take a few risks in supportive environments.
9. Provide support for young people during transitions, for example moving on from school.

— *Job Description (continued)*

Core tasks (continued):

10. Work with schools and other agencies so that young people may benefit from youth work provision.
11. Actively recruit young volunteers and support their development.
12. Undertake routine health and safety functions as directed by the youth work lead and ensure that food hygiene standards are adhered to.

Working for CTC

1. To promote the council's reputation and service.
2. To actively commit to and promote CTC values and to work towards the objectives of the CYS Youth Strategy.
3. Adhere to undertaking timely administration tasks, financial regulations and recording and reporting functions.
4. To conform to CTC policy, practice and standards.
5. To keep yourself and others safe by working to CTC health and safety and safeguarding procedures.
6. Be accountable to yourself, young people and their families, all colleagues, as well as councillors, partners and stakeholders.
7. Be flexible, dynamic and ready to move with the changing and improving pathways of CYS delivery.

— *Person Specification*

The person specification will be used to assess whether you are the right person for the role. We will use these criteria to assess your application form to shortlist for interview.

Requirement	Essential	Desirable
Education/Training	<p>GCSE (or equivalent) at C/4 or above in English. Good mathematical understanding (demonstrable through interview process).</p> <p>Evidence of continuous professional development. A youth work qualification to a minimum of Level 2 or commitment to achieving Level 2 qualification in a negotiated time scale, (including some voluntary hours to complete).</p> <p>Level 2 Safeguarding Qualification, or commitment to achieving Level 2 qualification within one month of commencement of employment</p>	<p>GCSE (or equivalent) at C/4 or above in Maths. Level 5 Safeguarding Qualification.</p>
Skills and knowledge	<p>An understanding of the issues affecting young people both nationally and in Crediton.</p> <p>Understanding of the NYA Curriculum for Youth Work, with demonstrable experience of delivering a youth work programme designed to meet the needs of young people. Knowledge and understanding of the principles of young people's participation.</p> <p>Excellent written and verbal communication skills. Good ICT skills, planning and organisational skills. Able to work cooperatively as part of a team.</p> <p>A strong knowledge of anti-oppressive practice alongside skills to celebrate diversity, challenge discrimination and change attitudes.</p>	<p>Demonstrable experience of participation with young people. General understanding of local government and the context in which Crediton Town Council operates.</p>
Experience	<p>Experience of working with young people in a youth service setting.</p> <p>Experience of project-based youth work with young people in a youth service setting.</p> <p>Ability to challenge young people's negative attitudes and behaviours supportively but effectively.</p>	<p>Experience of fundraising with young people and/or grant applications.</p>
Personal attributes	<p>A flexible enthusiastic and proactive approach. Integrity, Honesty, Respectful, Collaborative, Accountable and Dynamic.</p> <p>Committed to the highest standards of Health and Safety. Committed to Child Protection and Safeguarding. Commitment to continuing professional development. Ability to forge productive working relationships with colleagues and other stakeholders. Ability to make trusting and supportive relationships with young people.</p>	

— *Person Specification*

In addition to the Person Specification above, please also see the Project Specific requirements. We will use these criteria to assess your application form to shortlist for interview.

Project	Essential	Desirable
LGBTQ+ Bookclub	Passionate about reading and the power of reading to support and change young people's lives.	Lived experience as a member of the LGBTQ+ community.
Youth Council	Knowledge and understanding of the principles of young people's participation. Demonstrable experience of participation with young people.	Experience of working with young people on a youth council, youth parliament or other similar group.
Girls Group	Demonstrable experience of running group work with young people.	Group work with young women.
Skate Park	Demonstrable experience of working with the community and supporting young people to campaign on issues that are important to them.	Knowledge and skills related to skate park design, and skating.

— *Selection Process and Interviews*

The closing date for applications is 9.00am on Monday 14th July 2025.

A shortlisting panel comprising of the Town Clerk, Lead Youth Worker and two members of the council will review each application and score it based on how well you met the essential and desirable criteria within this document.

Interviews will be held from Wednesday 6th August 2025 onwards.

The interview process will be in two parts. The interview panel will comprise the Town Clerk, Lead Youth Worker and two members of the council. In addition, applicants will be interviewed by young people in a process designed by them, and supported by the Lead Youth Worker.

General Terms of Employment

You will receive the detailed terms of employment within a written contract, issued to you prior to your start date.

TITLE:

Youth Support Worker (Project Based)

START DATE:

1st September 2025

SALARY:

Commencing on SCP 5 to SCP 15
(£24,790 – £29,093 per annum pro rata)
Depending on qualifications and experience
18 month Fixed Term Contract

HOLIDAY:

Rolled-up holiday paid at 12.07%

HOURS OF WORK:

3.5 hours per week per session, with the possibility of additional hours
(posts may be combined)

PENSION:

You will be enrolled into the Local Government Pension Scheme

PROBATION:

Your appointment will be subject to a satisfactory probationary period of no less than 13 weeks