



**A Civility & Respect
Pledge Council**



**LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD**

YOUTH & COMMUNITY SUPPORT WORKER APPRENTICE

Recruitment Pack – July 2026



**CREDITON
TOWN COUNCIL**

— *To the applicant*

Thank you for your interest in applying for the position of Youth & Community Support Worker Apprentice 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 by 08.00 on Monday 17th August 2026.

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 and re-applied in 2026 (application pending), 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 CTC. 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 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 and youth activities were relocated mainly to community settings such as Crediton Library.

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 September 2026, 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, continuing our youth council, developing our work on sustainability, and increasing our internship and work experience offer.



— *About the role*

We are looking for a Youth & Community Support Worker Apprentice to help us run an ambitious project-based programme that meets our objectives.

This post will suit an applicant who has experience of working with young people in a youth work setting and is ready to take the next step to becoming a JNC qualified Youth & Community Worker.

Applicants will need to meet all the essential requirements of the post, as well as be able to meet the entry requirements for the BA JNC Youth and Community Work Degree at Plymouth Marjon University.

You will need to be able to work as part of a team, as directed 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.

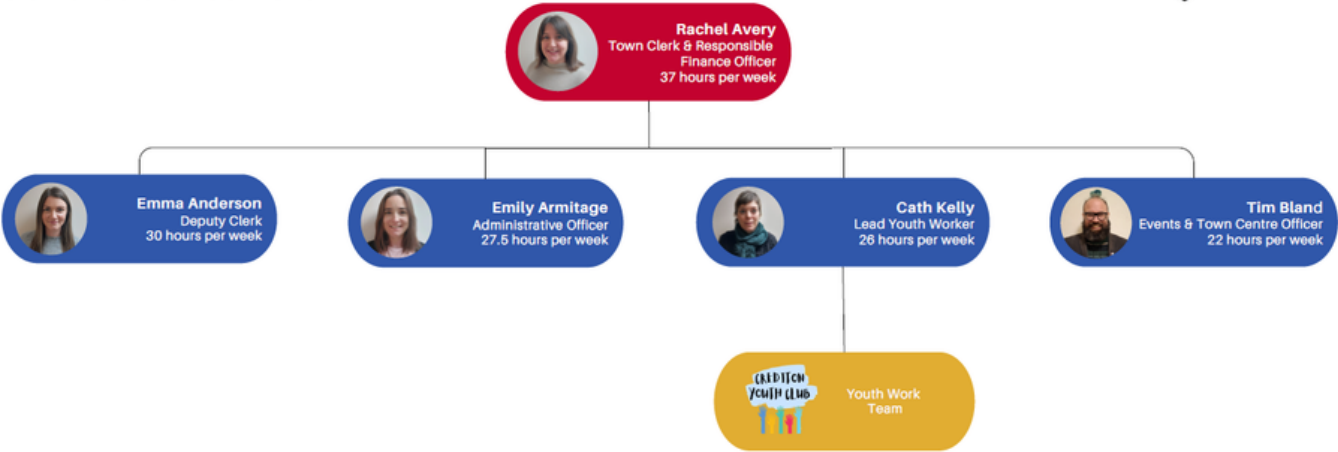
As an employer, we are committed to developing the skills of our team and ensuring professional and personal growth in the form of continuous development.

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 - Oct 2025



— *Job Description*

The main purpose of the role is to assist in the development and delivery of a programme of activities and services for young people aged 10-19 years, as well as working with adults at community events.

The role involves working directly with young people in ways that encourage personal development and consider their needs and aspirations. You will work in our youth provision (currently housed on Wednesdays at Crediton Library) as well as in the local schools, at events and as part of outreach and detached work.

You will:

- Work directly with people in a non-judgmental way
- Relate to and build positive relationships with the young people and community members
- Understand and assess the needs of young people and community members, and then make considered responses to those identified needs
- Collaborate with the youth work team to plan, deliver and then evaluate youth and community work activities based on the NYA Curriculum for Youth Work, and contribute to staff meetings and training programmes as planned
- Support young people's voice, participation and decision making in all aspects of your programme and delivery, and to actively encourage and support young people to be part of CYS and its Youth Council
- Further your own personal learning and professional development, in order to best respond to the needs of young people and community members, by undertaking a Degree Apprenticeship in Youth Work

— *Job Description (continued)*

- Contribute to the team's session recordings
- Work to the policies and procedures of CYS and CTC
- Help promote and market CYS and CTC, as part of outreach work and via our social media platforms
- Help to organise community events and support young people to attend and play an active role in them
- Support fundraising by young people as well as develop skills and contribute to grant applications made by CYS
- Work with the wider CTC team as directed.

Creativity and Innovation

The role requires a high level of listening skills, creativity, and innovation, to best respond to the varied needs of groups and individuals. Ongoing reflection and evaluation with colleagues is a necessity, as well as the ability to respond flexibly and change approach according to the needs of the young people and community members.

Contacts and Relationships

Internal: You will be working in a developing team, which will also include volunteers. At meetings and conferences, contact will be made with other workers.

External: Our work can take place in a wide range of community and school settings and in public areas during events. As needed, you will be in contact with other service providers, elected members, and members of the public. Support and direction will be provided.

— *Job Description (continued)*

Decision Making

You will contribute to team plans and decisions made on work undertaken with young people and community members. These decisions will influence service plans and directly affect the opportunities available to local young people and community members.

Work Environment

You will need to meet deadlines, be flexible, and be available to work evenings and occasional weekends. Youth and Community work, by its nature, is often unplanned as it responds to the life events and changing needs of groups and individuals.

The post holder will need to manage a number of conflicting interests and frequently need to develop skills in multi-tasking and prioritising.

There are some physical demands, such as setting up equipment, or moving furniture.

As part of the key task of building relationships, you will need to be able share appropriate experiences with young people, where able to do so.

Working conditions

You will typically be based at Crediton Library and The Bookery (this is subject to change depending on the needs of the service). You may also be required to make contact or work in:

- parks
- public open spaces and streets
- schools or community premises
- other locations where young people and community groups meet.

— *Job Description (continued)*

Safety at Work

All workers are required to work safely in accordance with CTC's policies and procedures in order to minimise risks of harm, abuse or allegation towards young people, adults or workers.

Crediton Town Council is continually striving to be an inclusive organisation. Equality, diversity and inclusion are threads that run through all our work, and should run through all our relationships with colleagues, stakeholders, partners and all those we work with. We go beyond the approach described by the Equality Act 2010 and choose to take an anti-oppressive approach to our work and how we behave as an organisation.

We encourage applications for this role from all backgrounds in respect of ethnicity, age, disability, gender, sexuality, religion and socio-economic background.

— *Person Specification*

Requirement	Essential	Desirable
Education/Training	GCSE (or equivalent) at C/5 or above for Maths and English Level 3 qualification (A levels or other Level 3 qualification) A commitment to securing a place, on the BA JNC Youth and Community Work Degree at Plymouth Marjon University Level 2 Safeguarding	A confirmed place on the BA JNC Youth and Community Work Degree at Plymouth Marjon University
Skills and knowledge	An understanding of the issues affecting young people both nationally and in Crediton Good written and verbal communication skills Good ICT skills and organisational skills Knowledge of the NYA Curriculum for Youth Work, and demonstrable evidence of delivering curriculum activities for young people Experience of and commitment to promoting the voice and influence of young people	Work with the Youth Work Team to deliver a youth work programme designed to meet the needs of young people Be able to take a lead in developing a youth work programme for youth work sessions
Experience	A minimum of 12 months experience of working with young people in a range of youth work settings eg project based, detached, schools Experience of working in a team in a youth work setting	Experience of supporting young people in volunteering roles eg at community events or as part of Duke of Edinburgh Award
Personal attributes	A flexible and enthusiastic approach Ability to make trusting and supportive relationships with young people Creative and skilful – having ideas and willing to trying new things	Hobbies or interests you might want to share with others eg music, arts, crafts, sports, D&D, games, skateboarding

— *Selection Process and Interviews*

The closing date for applications is 08.00 on Monday 17th August 2026. Late applications after this date will not be considered.

A shortlisting panel comprising of the Town Clerk and Lead Youth Worker 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 on Monday 24th August 2026 onwards.

The interview panel will comprise the Town Clerk, Lead Youth Worker and a member of CTC.

— *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 and Community Support Worker Apprentice

SALARY:

£12,480.00 (£15,392 FTE)

Salary will be dependent on age after first year

Three year fixed term contract

HOLIDAY:

23 days, plus bank holidays (pro rata)

HOURS OF WORK:

30 hours per week

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