



# YOUTH MANAGEMENT TEAM

[www.hopesupport.org.uk/opportunity/herefordshire-yteam-member/](http://www.hopesupport.org.uk/opportunity/herefordshire-yteam-member/)

## APPLICATION PACK

# WELCOME.



Dear Applicant,

You're interested in joining the Y-Team?

We're looking for young people to support and contribute ideas and time to our Youth Management Team. Your role will be to help the group give feedback to develop Hope's practices and build and deliver events that will focus on; community engagement and promoting Hope amongst other young people.

Y-Team events generally focus on raising awareness and funds for Hope and its beneficiaries and advocating for the change they want to see. As well as working with plans and projects, we want the Y-Team to come up with their own!

For the role you will need to have experience of having a loved one with a serious or life threatening illness.

You will share our vision and aim to take a lead role in our ambition to be recognised as an outstanding organisation. If you have experience of being in a leadership role, fundraising, event management and corporate or charity governance then great, but if not don't worry as this is something you will learn about throughout the year!

This is a great opportunity to work within a dynamic team at a very exciting time in the charity's history. If you wish to make a difference to the lives of young people and can offer your time, ideas, energy and enthusiasm, then we would like to hear from you. We ask that applicants are age 14+ and have experienced a family health crisis.

For an informal chat about the role, please contact me at this address: [adam.jeffery@hopesupport.org.uk](mailto:adam.jeffery@hopesupport.org.uk)

Yours sincerely,

A handwritten signature in black ink that reads 'Adam'.

Adam Jeffery  
Y-Team Manager

## Welcome

*A letter from our Y-team Manager & guru giving an overview of what the role is and the experience, knowledge and qualities needed in order for you to be the successful applicant.*

## What we do

*How Hope was founded, how we've got to where we are now and the things that we continue to offer as part of our Youth Management Team.*

## Applications

*Information and advice on how to make your application for the role. Who you can contact if you require more information about the application process.*

## Job Description

*A detailed description of the role and all the main duties and responsibilities that are required.*

## Person Specification

*Details the essential criteria against which all candidates will be judged objectively.*

# WHAT WE DO

In 2006 Sue Trevethan was diagnosed with cancer. Her children were 13,15 and 19 at the time. She felt incredible guilt when she saw how her diagnosis directly affected their lives and so looked to try and sort out some support for them during her operations & treatment, however there was nothing available in the UK at that time, so in 2009 she started Hope Support Services.

Having a place to talk with other young people in the same or a similar situation is very much a corner stone of the support we offer. This mixture of peer to peer support and access to our fully qualified staff for more complex issues is provided for as long as it is needed.

## **When someone is diagnosed with a serious illness, it changes everything.**

Hope Support Services is a small charity with national reach and international goals. Based on the ground in rural Herefordshire, the charity offers regular group sessions, trips, activities and one-to-one support in Herefordshire to anyone aged 5-25 who has had a loved one diagnosed with a serious illness. This is expanded nationally through Digital Support which is available across the UK from Hope HQ.

One-to-one work is offered to children and young people supported by Hope across the UK that Hope's team believes it will benefit. This is an opportunity for trained professionals to work more closely with an individual and build a relationship with them whilst supporting them through a difficult time.

The situation created by a loved one being diagnosed with a form of serious illness can often cause further complications for a young person: some have to care for their loved ones, others become affected by anger or mental health issues. A one-to-one situation gives the Hope staff the opportunity to pick up on any signals that might mean the young person needs further support: the staff member can then work with the young person to decide the best path to take.

Youth Leadership is at the heart of Hope, with a Youth Management Team and a Youth Advisory Group, whose members are all young people, directing decisions to keep the service relevant and designed for, and by, the young people. Our ultimate aim is to be there for every child and young person that needs us, to be a positive impact on their lives and to inspire change in how others view and support young people when a loved one is seriously ill.



We cannot do this in isolation, so we work hard with our friends and partner organisations to make sure that our young people feel supported enough to continue to play a productive part in society.



# APPLICATIONS

## How to apply

You should apply for the post using our application form that can be found on our website at:

[www.hopesupport.org.uk/opportunity/herefordshire-yteam-member](http://www.hopesupport.org.uk/opportunity/herefordshire-yteam-member)

## What are the timelines for recruitment?

Applications are being accepted until the end of September

Team building day:      October

## If you require more information

If you have any questions that are not answered in this pack, either about the role, the application process or something more general, please contact us on **01989 566317** or you can email us at: [adam.jeffery@hopesupport.org.uk](mailto:adam.jeffery@hopesupport.org.uk).

Alternatively if you would like an informal chat about the role before making an application please call us on the number above and we will arrange this for you.

“ Hope were there for me when dad got ill, they were the only people I could talk to about how I was feeling.

- Hope young person ”

## Tips for the Application Form

### Personal details

This is the most straightforward part. Make sure you include all the relevant information in the correct sections. That includes your name, email address and phone number.

### Why you are interested in a role?

This is where you need to outline your reasons for applying for the role and how you meet all the criteria detailed in the person specification. Take time to put this together, it will allow you to fully demonstrate your suitability for the position.

### What skills or relevant training do you have?

Before completing this section make sure that you have read the job description and can highlight where the specific skills and training required for the role match your own.

### What are your hobbies/interests?

When it comes to your personal interests and hobbies, include all those that may be relevant to the job you're applying for; but remember to think outside the box.



# JOB DESCRIPTION

This is a written statement of the primary tasks, functions, responsibilities and relationships of the role. As well as providing the detail of the tasks and responsibilities, the job description plays an important part in job evaluation, induction, performance management and our staff development review processes.

## **Job Title:**

Youth Management Team Member

## **Purpose:**

To play an active part in the Youth Management Team

## **Commitment:**

The Y-Team meet once a month on a Wednesday evening in Hereford, with other ad hoc meetings taking place as and when different projects require them.

## **Role and responsibilities:**

- Being a voice for young people who have experienced a family health crisis or bereavement and help to inspire change in your community and contribute to the development of Hope's services
- Being willing to give your time to work on various projects and work as a team with other Y-Team members
- Committing to attending Y-Team monthly face to face meetings and weekly online meetings & communicating with the Y-Team and Hope staff appropriately
- Contributing ideas at meetings and ensuring that any work allocated to you as part of a project is completed in a timely manner
- Understanding that the work we do together is confidential and agree to Hope's confidentiality policy
- Actively promote Hope in your community/educational establishment/workplace
- Have an awareness of the Youth Account funds and use these responsibly to develop awareness and fund-raising events for Hope Support Services
- Represent the Y-team at events and help make Hope something children and young people want to be part of
- Take your responsibility as an Ambassador for Hope seriously and maintain professional standards at all times .

# JOB DESCRIPTION

Continued on from previous page.

## ***Opportunities for engagement and development:***

- Leadership, teamwork and communication when working in role with the Y-Team
- Social media management and content creation; including film and photography
- Event management; taking an idea from start to finish, managing funding, staffing and logistics
- Research and service development: including working with local hospices and Hope beneficiaries
- Social Action; making a difference in your community and to children and young people dealing with a family health crisis

## ***Hope's commitment to you:***

- Hope staff will ensure all Y-team meetings happen in a professional and safe environment.
- Hope staff will be there to support, guide and encourage but Y-team activities and events will always be youth-led by the Y-team themselves.
- The Y-team are at the heart of the work Hope Support Services do and play a key part in organisational decision making.

# PERSON SPECIFICATION

The person specification is a description of the qualifications, skills, experience, knowledge and other attributes (selection criteria) which a candidate must possess to perform the job duties. We use the person specification as a basis for our selection decisions at shortlisting, and at interview stages.

Essential	Desirable
<p>You are reliable</p> <p>Have a willingness to learn and be part of a team</p> <p>Can work independently</p> <p>Commitment to the organisation's aims and values (lived experience would be an asset)</p> <p>You have an attention to detail</p> <p>Willingness to undertake training and mentoring as appropriate</p> <p>Commitment to equal opportunities and anti-discriminatory practices</p> <p>Empathy and high level of personal integrity</p>	<p>Understanding of the challenges faced by children and young people living through a family health crisis</p> <p>Experience of working on multiple projects or activities</p> <p>Experience of successfully working towards agreed targets and outcomes</p>



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