**Application Form**

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| **Role:** Digital Youth Worker  (Young People Leading Digital Change) | |  | |  |
|  | |
| **Surname:** | | **First Names:** | | |
| **Address:**  **Post Code:** | | | | |
| **Telephone No.** | | | | |
| **Email Address:** | | | | |
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| **Referees**  Please give details of two referees, at least one of whom must have direct experience of working with you in a paid or voluntary capacity. Where possible please do not give details of relatives, partners, or friends as a second referee. If you are invited to interview, Crew will contact your referees requesting references in advance of the interview date. Please let Crew know when you submit your application via [applications@crew2000.org.uk](mailto:applications@crew2000.org.uk) if you would prefer that we don’t approach a referee in advance. | | | | |
| **Name** |  | | **Name** | |
|  |  | |  | |
| **Position Held and Relationship** |  | | **Position Held and Relationship** | |
|  |  | |  | |
| **Organisation and Address** |  | | **Organisation and Address** | |
|  |  | |  | |
| **Email** |  | | **Email** | |
|  |  | |  | |

**Telephone number** **Telephone number**

Please state your reasons for applying for this position and briefly explain how it will fit alongside your other commitments (max 200 words):

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**Education**

|  |  |
| --- | --- |
| School | Qualifications and dates achieved |
|  |  |
| College/University | Qualifications and dates achieved |
|  |  |
| Other relevant training courses or Continuing Professional Development (CPD) attended | Qualifications/outcomes and dates achieved |
|  |  |
| Membership of professional bodies | Dates and membership category i.e., fellow/ Member |
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| Work History   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | **Name and address of employer, most recent first** | **Summary of main duties** | **Start and end date; reason for leaving** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |   **Additional Information**  Using the essential and desirable criteria in the person specification as a guide, please give evidence under each point on how your skills, knowledge and experience meet the criteria for this post. You must demonstrate that you have used the required skills or gained the required experience to meet the criteria and give specific examples.  Please use the **STAR** approach when giving examples: **Situation** (i.e., where you demonstrated a skill or gained experience) **Task** (what your responsibilities were) **Action** (what you did) **Result** (what the outcome was). It is particularly important you make clear the role you played and how that led directly to the result achieved to evidence your points.  Applications will be scored out of a maximum of 5 points for each criterion, and points will not be awarded unless full evidence is given as above. Assertions (saying you have done something or have the skills without giving evidence and specific examples) will not score more than 1 point. Applications in which evidence does not meet the minimum score (1/5) on any one of the essential criteria will not be shortlisted for interview. Please leave the score column blank for short-listing.  **1. Aptitude/Abilities/Skills**   |  |  |  | | --- | --- | --- | | **Essential Criteria:** | **Your evidence of how you meet the criteria using the STAR approach:** | **Score:**  **Please leave blank** | | Ability to work as part of a team |  |  | | Ability to self-manage to high level and balance a variety of competing priorities |  |  | | Ability to take a pro-active role in the development of the service and to capitalise on new opportunities |  |  | | Ability to respond positively to constructive feedback, improving practice as a result |  |  | | Ability to build positive relationships with and motivate volunteers |  |  | | Ability to work collaboratively with other organisations |  |  | | Excellent time management skills and highly organised |  |  | | Excellent verbal and written communication skills |  |  | | ICT applications particularly Word and Outlook |  |  | | Social media content and campaign skills |  |  | | Ability to work well under pressure and deal positively with change |  |  |   **2. Previous Experience**   |  |  |  | | --- | --- | --- | | **Essential Criteria:** | **Your evidence of how you meet the criteria using the STAR approach:** | **Score:**  **Please leave blank** | | Working to improve the health and wellbeing of young people |  |  | | Providing one to one support to young people e.g., brief intervention work |  |  | | Track record of delivering online or phone support to young people |  |  | | Track record of developing effective digital engagement with young people |  |  | | Working with volunteers |  |  | | Working experience of peer support/education initiatives |  |  | | Working with drugs and/or sexual health issues |  |  | |  |
| **3. Education and Knowledge**   |  |  |  | | --- | --- | --- | | **Essential Criteria:** | **Your evidence of how you meet the criteria using the STAR approach:** | **Score:**  **Please leave blank** | | Youth Work, mental health, counselling/psychological support qualification or equivalent OR at least 1 years’ experience of working in a young people’s drop-in setting delivering one to one support. |  |  | | Understanding of digital youth work safeguarding measures and responsibilities |  |  | | Understanding of youth work safeguarding measures and responsibilities |  |  |   **5. Attitudes/personality**   |  |  |  | | --- | --- | --- | | **Essential Criteria:** | **Your evidence of how you meet the criteria using the STAR approach:** | **Score:**  **Please leave blank** | | Commitment to Crew’s ethos and understanding of the need to work with people to effect positive changes |  |  | | **Commitment to organisational values:** **Accepting:** “non-judgemental, unconditional positive regard”  **Genuine:** “being genuine and real with each other”  **Empathic:** “walking in someone else’s shoes as if they were your own”  Justice-focused: “acting to change the balance of power towards justice, equality and human dignity”  **Accountable:** “we trust in our courage to own mistakes and learn from them; we are realistic about what we commit to do, and we do it” |  |  | | Adaptability and flexibility |  |  |   **5. Other**   |  |  |  | | --- | --- | --- | | **Essential Criteria:** | **Your evidence of how you meet the criteria using the STAR approach:** | **Score:**  **Please leave blank** | | Ability to work flexible hours including evenings and weekends with a time in lieu system |  |  | | Ability to work flexible hours 5 days weekly including 13.00 – 17.00 Mondays-Fridays, fortnightly Saturdays 13.00 – 17.00 and 15.00 – 19.00 Thursdays |  |  | | Ability to balance competing priorities and meet deadlines |  |  | | Ability to work under pressure in an extremely busy environment |  |  |   **1. Aptitude, Abilities, Skills**   |  |  |  | | --- | --- | --- | | **Desirable Criteria:** | **Your evidence of how you meet the criteria using the STAR approach:** | **Score:**  **Please leave blank** | | Track record of successful social media marketing and engagement |  |  | | Skills in use of databases, e.g., Salesforce, Survey Monkey |  |  |   2. **Previous Experience**   |  |  |  | | --- | --- | --- | | **Desirable Criteria:** | **Your evidence of how you meet the criteria using the STAR approach:** | **Score:**  **Please leave**  **blank** | | Working in a drop-in environment |  |  | | Delivering online or phone support to young people |  |  | | Providing volunteer support and supervision |  |  | | Petty Cash handling |  |  | | Participation in Digital Youth Work or Telehealth networks |  |  |   3. Education and Knowledge   |  |  |  | | --- | --- | --- | | **Desirable Criteria:** | **Your evidence of how you meet the criteria using the STAR approach:** | **Score:**  **Please**  **leave**  **blank** | | Training in sexual health or psycho-stimulant drug use issues |  |  | | Recent adult and child protection training |  |  | | NHS Lothian C: Card training |  |  | | Blood Borne Virus (BBV) dry blood spot testing training |  |  | | Pregnancy testing training |  |  | | First Aid at Work qualification or equivalent |  |  | | Pregnancy testing training |  |  | | Motivational interviewing training |  |  | | Brief interventions training |  |  | | Mental Health First Aid Training |  |  |   **Other Information** |  |
| **Membership of the Protecting Vulnerable Groups Scheme is required for this post, which**  **Is recognized as regulated work. It is a criminal offence to apply for regulated work if**  **you are barred from working with children and protected adults.**  Date when you could begin to work: | |
|  |  |
| Please tell how you heard about this vacancy: | |

**Do you have a right to accept paid work in this country? Yes/No**

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| --- | --- |
| Declaration In accordance with the Data Protection Act 1998, I give my consent for the information in this form to be processed in accordance with the Crew2000 policy for the purposes of selection of contractors and/or volunteers for services. I understand that if I am engaged to provide services, it will be stored for six months and then destroyed. I certify that the information given on this form is correct to the best of my knowledge. I understand that, should any false statements be made, this may lead to termination of any contract signed. | |
| **Signature** | **Date** |

To apply for this post please complete the accompanying application form and return to [applications@crew2000.org.uk](mailto:applications@crew2000.org.uk) by **12.00 Noon Monday 9th January 2022.**

Please note that we won’t monitor this email address until after the closing date – please contact [admin@crew2000.org.uk](mailto:admin@crew2000.org.uk) before then if you have a query.

Please note that we won’t accept applications received after this time and date.

Interviews will take place **Monday 23rd January 2022.**

**Please note that we regret that we cannot guarantee to contact applicants whose application is not shortlisted.**

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