



(Registered charity: 1167758)

Applicants Pack

You will find below key information about our charity, the project and the role. Please take time to read this along with the role description and person specification below and explore our website to learn more about our work before applying.

On our website you will find all the information you need to help you decide whether to apply for a position with us.

- Job Description and Person Specification
- Equal Opportunities form

Job Description & Person Specification - You will need to read this document before completing your cover letter and CV. This describes the skills, experience and qualifications we're looking for, along with details of the job's responsibilities and accountabilities. If you require further information then please get in touch by calling the person named on the advertisement.

References - Please provide details of two referees. One of these should be your present or most recent employer. Neither referee should be a relative or purely personal friend. Although we will not take references without your permission before interview, you should be aware that Peer Power reserves the right to carry out a range of checks in respect of your application which may include contacting any or all former employers and/or education/training providers.

Policy Statement on Recruiting Applicants with Criminal Records

This statement sets out our approach to the recruitment of applicants with criminal records and should be read before completing the declaration of criminal records form:

We recognise the contribution that people with criminal records can make as employees and volunteers, and welcome applications from them. A person's criminal record will not, in itself, debar that individual from being appointed to a post at Peer Power. Suitable applicants will not be refused a post because of offences which are not relevant to, and do not place them at or make them a risk in the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- whether the conviction is relevant to the position applied for,
- the seriousness of any offence revealed,
- the age of the applicant at the time of the offence(s),
- the length of time since the offence(s) occurred,
- whether the applicant has a pattern of offending behaviour,
- the circumstances surrounding the offence(s) and the explanation(s) offered by the person concerned,
- whether the applicant's circumstances have changed since the offending behaviour.

Further advice and guidance on disclosing a criminal record can be obtained from [Unlock](#).

Process at Application Form Stage

Our work involves regulated activity with children, young people and vulnerable adults. It is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales).

We will ask you to declare at application form stage, the following:

- ✓ I am not barred or disqualified from working with vulnerable groups, children or young people.
- ✓ I am not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, Secretary of State or other regulatory body.

Process at Conditional Job Offer Stage

If you are given a conditional job offer at Peer Power, you will need to complete a Declaration of Criminal Convictions Form and complete a satisfactory Enhanced DBS and References check before the job offer is final.

Declaration of Criminal Records form – You will only need to complete this form if you are offered a post, and it can be returned under separate cover for confidentiality. Before completing, please re-read our policy statement on Recruiting Applicants with Criminal Records above and note that posts at Peer Power involve regulated activity with children, young people and vulnerable adults, therefore is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). You are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions that would otherwise have been considered “spent” under the Act.

Disclosure and Barring Service - As an organisation working with children and young people, we do require all employees and volunteers to undertake a DBS disclosure at an appropriate level for their role. You will be asked to complete a DBS application form and provide the required ID during the recruitment process. Any information given to, or received by, Peer Power will be dealt with under controlled access and limited to those who are entitled to see it as part of their duties in compliance with the Disclosure and Barring Service Code of Practice.

If you are not successful in your application, all documentation collected for a DBS disclosure will be destroyed. If you are appointed to a position at Peer Power, we will

submit your DBS application for checking. The resulting disclosure will be sent to you as the applicant and Peer Power requires that you produce this copy to management and confirm whether the information contained in it is accurate.

Equal Opportunities Monitoring form - Please complete this form as this assists with our analysis to help us ensure we are not discriminating against any groups or individuals. The recruitment panel will not see this form which is for monitoring purposes only.

Data Protection - Peer Power complies with the Data Protection Act 1998.

Alternative Formats - If you require any documents related to the application process in an alternative format, please contact info@peerpower.org.uk or call **07429 456432** to enable us to assist you.

Queries - If you have any queries about the post please email these to info@peerpower.org.uk or call **07429 456432**, asking to speak to someone with regards to the role. We will endeavour to speak to you immediately but sometimes this is not possible and we will contact you back within 24 hours of your enquiry.

About Peer Power

Peer Power is an exciting new social justice charity that promotes empathy towards vulnerable children and young people.

Our work supports the most vulnerable children and young people in society; those impacted by Adverse Childhood Experiences (ACE's), including abuse, trauma, rejection and loss, those most excluded and not heard in society, and often with experience of social care and youth justice agencies.

We support them, and the agencies that are involved with them, to aid recovery through empathy and stronger relationships, improving emotional health and well-being, and through working together to transform services for children.

Why we exist

The systems designed to care for or rehabilitate vulnerable children and young people who have suffered significant Adverse Childhood Experiences (ACE) are flawed. Despite some inspirational staff working within them, too often they take already damaged children on a journey that can contribute to further damage and trauma.

Peer Power aims to address the failure of these sectors to effectively support the emotional health and wellbeing needs of the young people they work with.

All our programmes are driven by what young people (with experience of justice, health and social care services) have told us will make a positive difference.

Peer Power is Peer (or lived experience) Led; all of our team have experienced support services; all our programmes are Peer Led.

What we do

Peer Power aims to influence and change agencies and systems for children and young people, particularly in youth justice, children's social care and mental health systems. Our work influences:

- Shared decision making, involving young people in decisions about their lives
- Child-friendly justice
- Person-centred and relational practices as the norm not the exception
- Empathy-led/ user-led service design
- More people with lived experience working in support agencies, and in positions of influence

Using Peer Led empathy, nurturing and positive psychology approaches, we place young people at the heart of delivery, enabling them to learn the language of emotions, tell powerful stories and lead workshops with workers and commissioners. As they share their experiences and make recommendations for how things could be better, they influence the services that support them and change the system.

Our Vision is that *all* children and young people are supported, understood, and able to contribute positively to society and their own future.

Our Impact

- **Improved emotional health and wellbeing.**
We do this by building trusted, consistent relationships and developing empathy using an approach that is positive, nurturing, strengths based and resilience-oriented. We develop community solutions to ensure on-going supportive relationships for vulnerable young people that are sustainable and not 'short term' funding dependant.
- **Improved support services and engagement.**
By collaborating with professionals and organisations we help them develop higher standards of empathy, inclusion, and diversity. We facilitate a healthy respect and greater collaboration and relational engagement between young people and adults enabling their thoughts, experiences and "voices" to be taken seriously and incorporated into the design and delivery of policies and programmes.
- **Increased stakeholder participation and decision-making.**
We create platforms that give young people an increased voice in the decisions that affect their lives and a role in their implementation

Where we work

We are currently London based with an office in Victoria and work directly with children and young people with complex needs and who have had Adverse Childhood Experiences (ACE's). We also deliver projects occasionally in other parts of England and Wales and it is expected this national work will increase as the charity grows.

Who we work with

We have worked with national agencies such as the Youth Justice Board, Office of the Children's Commissioner, Ministry of Justice and NHS England, local social care, health and youth justice teams and we *collaborate* with charities that share our values to increase our impact.

You can learn more about our charity through our website: www.peerpower.org.uk

Key relationships

it is expected that the Post-holder will enhance and maintain the key relationships below ensuring that 'Voice' and /Co-Production' ethos is integral to partnership work with:

- Youth Justice Board
- Youth Custody Service
- Children's commissioners from Clinical Commissioning Groups
- Youth Offending Teams
- Youth Secure Estate eg Young Offender Institution, Secure Children's Home, Secure Training Centre
- Mayor's Office for Police & Crime
- National Health & Justice Team

Also providers of:

- Liaison and Diversion services operating in police custody suites and courts
- Sexual assault and referral centres
- Immigration removal centres

The role will also involve taking an active part in the internal and external monitoring and evaluation of the programme.

Who are we looking to recruit?

Peer Power is a young and ambitious charity. We are the 'go to' organisation for Youth Participation/ Voice of the Child for young people with lived experience of youth justice and other support agencies, and have an impressive track record of projects to date.

Are you an experienced with working with, and supervising projects for young people that others deem 'hard to reach'? Do you have experience delivering accredited training to young people? Can you inspire, lead and support our young Peer Leaders in their first employment roles?

Is your relational approach positive and strengths based? Are you a creative thinker and problem solver?

You'll be joining an exciting young organisation with an opportunity to make your mark and influence the direction of our work alongside young people.

You'll thrive on a challenge and be able to work with minimum supervision. As a small charity things are often changing as we grow and you must be flexible, positive and relish the opportunity to grow with us, influence our development, and be willing 'to get stuck in' where needed!

We will expect you to be computer literate, with outstanding communication and listening skills. Project planning and management, and experience of monitoring and evaluation are required for the role.

Experience of safeguarding and working with children and young people is essential and your ability to build rapport and a relationship of trust will be a key area of assessment for the role. You'll need a good understanding of support agencies for young people including health, social care and justice through your work or lived experience.

Our emphasis is on positive, caring and consistent relationships; this means a serious commitment from you to all our young people, practitioners, commissioners and to others within our organisation. You must be enthusiastic, positive and empathic; a great role model for our charity and inspire the young people and agencies we work with.

What you can expect from us

You can expect a generous leave allowance, training and a warm, supportive and flexible working environment

- 25 days holiday, plus 8 public holidays (accrued as per time worked for casual/worker staff)
- Employer contribution to pension where applicable

Applying

Candidates who are invited to interview will be asked to sign a copy of the submitted CV and Letter.

Sadly we are unable to contact unsuccessful applicants or consider those applications which are submitted after the deadline.

Applications should be returned for the attention of the CEO, Anne Marie Douglas at Peer Power, at info@peerpower.org.uk.

Please specify the date at which you can start working with us, if successful.

Key dates: The closing dates for applications is **noon on Friday 5th October**

The interview will consist of both a panel-led interview and a role-specific exercise, and will involve young people as equal decision makers.

If we have a large number of applicants we may contact you for an initial telephone interview. We will contact you by email or phone to arrange this if required.