



Kids Kabin

10 Church Walk

Newcastle Upon Tyne NE6 3DW

Tel: 0191 295 3655

Email: admin@kidskabin.org.uk

Website: www.kidskabin.org.uk

Dear applicant,

Thank you for your interest in the Project Worker post for Kids Kabin. This is an exciting opportunity for the right person to help shape and develop Kids Kabin in Middlesbrough.

Please see the following documents:

1. [The application form](#)
2. The job description, person specification and terms and conditions – please see pages 2 and 3 below
3. The Kids Kabin Code of Practice – please see page 4 below
4. [The self-disclosure form](#)

Please complete all sections of the application form and do not send any additional information (such as a C.V.)

Please note that 'Statement in Support of Application' section should be no more than one page.

Please complete the self-disclosure form.

Safeguarding is central to all Kids Kabin's work. Therefore, please note the following:

- When applying, you must provide a full employment history, including periods of unemployment, with dates (to the nearest month) and the names and addresses of previous employers.
- Kids Kabin reserves the right to contact your present employer and any previous employer.
- Employers will be asked about disciplinary offences, including those which have expired.
- If successful in the selection process, you will be required to undergo a DBS check to identify that you are a suitable person to work with children. Further checks will be made at regular intervals thereafter.
- Confirmation of your identity will be undertaken through the production of birth certificate/marriage or divorce certificate/passport, and educational/professional qualifications will be verified.

Your personal data will be used in accordance with our Information Policy and will only be used for this recruitment process.

We are a diverse workplace and encourage people from all backgrounds and abilities to apply. If you need further advice or assistance with the application, please get in touch.

The deadline for completed applications is **Thursday 21st August 2025 at 6.00p.m.** First stage interviews are planned for **Wednesday 3rd September 2025.**

Please email completed applications to admin@kidskabin.org.uk.

Yours sincerely,

Stephanie Beckman,
Business Support Manager

Job description – Project Worker

Responsible to – The Middlesbrough Programme Lead

Responsible for – The support and training of project volunteers

Key Role - as a Kids Kabin project worker, you will be part of a team working with young people and the wider community. You will provide opportunities for learning and personal development using creative and practical activities. You will follow safeguarding and Health and Safety guidelines to ensure that young people are safe at all times. You will work closely with the community and assist in responding creatively to changing needs and demands.

About the position

- 20 hours a week over 4 days – with most workshops run after-school.
- Salary – based on the full-time equivalent salary of £23,738
- 5 weeks holiday plus public holidays (pro rata)
- 5% employer pension contribution
- Progression opportunities
- DBS and safeguarding checks will take place – Kids Kabin will cover these costs

Work with young people

- To plan and run a range of creative arts and craft activities at Kids Kabin for young people aged 7-13 years in community venues and on the streets.
- To support the personal development needs of young people (including youth volunteers and peer mentors, aged 13+) and assist them in setting their own personal goals.
- To assist in the running of day trips, residential activities and camps.

Attitude, approach and reflection

- To enjoy working with young people in the community and with local organisations.
- To listen to and respond to the needs of the community.
- To reflect on your own skills and practice and want to learn and grow professionally.
- To be flexible and have creative and enterprising approaches to challenges.

Working with the wider community

- To train volunteers of different ages and backgrounds.
- To help young people and community members design and lead their own projects.
- To work with parents and families to encourage their involvement and support their children's development.

Planning, administration and evaluation

- To support the preparation and organisation of activities and outreach locations
- To work as part of a team to plan new projects, evaluate sessions and make improvements.
- To ensure that all activities are planned and run within all policy guidelines (e.g. Health and Safety, Equal Opportunities, Child Protection).

Person Specification - Project Worker

Requirement	Essential / Desirable
1. Qualifications and knowledge	
An appropriate qualification in work with young people or willingness to work toward this.	D
An understanding of the safeguarding and health and safety implications of this work.	E
2. Experience	
Experience of working with young people, aged 7 – 13	E
Experience in creative and practical activities	E
Experience/knowledge of working with volunteers and the community	D
Experience of working in areas of disadvantage and high need	D
3. Abilities & attitude	
To enjoy working with young people and have a commitment to community development and involvement.	E
To be able to participate fully as a member of staff and volunteer team.	E
To subscribe and contribute to the ethos of Kids Kabin.	E

The Kids Kabin Code of Practice.

Kids Kabin staff and volunteers will:

Create a safe environment

- Ensure that children and adults are safe from any form of abuse, harm or unnecessary risk
- Ensure that children and adults are shown and learn safe practice and are well supervised
- Provide a balance between encouraging challenge, managing risk and knowing people's limits

Promote equality and diversity

- Welcome difference, challenge discrimination and exclusion of any kind – for example, that based on ethnicity, gender, disability, age or religion

Develop positive relationships within Kids Kabin

- Treat team members with respect, appreciate their strengths and weaknesses and support them when needed
- Promote good practice and challenge bad practice
- Take a positive, respectful, and welcoming approach to all children and young people, especially those who display the most challenging behaviour

Develop positive relationships outside Kids Kabin

- Look outwards from Kids Kabin activities to speak to parents, siblings and the wider community
- Work alongside and support other organisations working in the same communities

Set high expectations for oneself, team members and children to inspire, interest and motivate

- Create and role model a positive and exciting environment for learning and investigation
- Challenge themselves and other to try new things and to support them to do this
- Promote an environment which encourages skills sharing and peer support

Plan, prepare and deliver well thought out activities

- Be prepared for sessions with a plan and the necessary materials
- Structure activities to be aware of timing, children's motivations, their wishes, age and ability, to enable all children to be involved at all times

Adapt to different people's needs with a focus on the most disadvantaged and excluded

- Be aware of the different needs and abilities of children and adults and adapt activities and practice to meet these needs
- Show a range of different teaching approaches and recognise different learning styles

Manage behaviour and create a positive and well-ordered environment

- Agree behaviour standards with team members and discuss and adapt these as needed
- Set clear expectations with children and set and observe sanctions and rewards
- Follow up behaviour concerns with team, parents and families and other organisations

Keep good records, evaluate the work and reflect on impact

- Maintain accurate records for attendance, membership, expenditure and other systems
- Measure impact by interviewing children and families and reviewing this with team members
- Maintain confidentiality and keep data secure

Be well organised and contribute to a dynamic, efficient and reflective team

- Actively contribute to meetings, listen to team members and help find creative solutions
- Keep buildings and resources tidy and return things to the right places after use