

NH YC



JOB APPLICATION PACK **Locum Chef (LWC001)**

November 2023

**NEW
HORIZON
YOUTH
CENTRE**

New Horizon Youth Centre

Locum Chef (LWC001)

Job Application Pack, November 2023



Dear applicant,

Life is not linear. Nobody knows that better than the young people who come to New Horizon Youth Centre. While the thousands of stories they tell us every year are as different as they can be, one thing unites them: their current experiences of homelessness do not define them or where they will end up. Indeed, as one of the young members of our Women's Group told us, sometimes you have got to go through the darkness to get to the light.

The last two years have brought unprecedented challenges to us all, but young people have felt it particularly acutely. Two thirds have had their jobs prospects impacted, three quarters report poor mental wellbeing and as many as 40% of young Londoners did not feel they had anywhere safe or stable to stay. It's no wonder that 17,000 young people approached their council because they were or were about to be homeless. Shockingly over 1,000 of them ended up sleeping rough on the capital's streets.

Amongst this backdrop, New Horizon has been considering how best to respond. External challenges are deep and plentiful, but we exit the pandemic with valuable learning from the extraordinary circumstances we have all had to work through and with insights that will drive working practice for years to come. We are seeing new groups of young people coming to us for support, new ways that they want to access this support and new ways that we can offer it. We have been forced to adapt at speed but in doing so have accelerated ourselves into a modern era of service provision.

As we all emerge into the 'new normal', it is critical that we ensure that young people, especially those experiencing homelessness, those who have been systemically denied a voice, are front and centre of thinking and investment. The severity of the situation demands a bolder and bigger response than we might previously have conceived necessary, and this response will require us to grow – in every sense of the word. We need to grow our staff headcount so that we can keep up with the demand for our services. We need to further invest in our policy and comms work so that we can campaign even harder. We need to invest more in our staff and look after them as they take on this challenge. And we need to do more to bring young people and all of our partners with us on the journey.

We all know that Covid-19 has changed everything, but a central truth remains in the capital. Far too many young people find themselves unhoused, unsupported and unsafe. Now is the time to right this wrong and ensure that every young Londoners' potential has a home.

We hope that you'll join us.

A handwritten signature in black ink, appearing to read 'P. Kerry', with a long, sweeping underline.

Phil Kerry
Chief Executive

New Horizon Youth Centre

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Our story

London is a fantastic city to call home, but a central truth remains in the capital. Every year thousands of young people find themselves unhoused, unsupported and unsafe.

That's why New Horizon Youth Centre exists.

Founded in 1967 by Lord Longford to address the needs of young people who were homeless and misusing drugs in the West End of London, today New Horizon Youth Centre continues to be a vital support network for 16–24-year-olds with nowhere else to go.

Through the services we provide at our day centre, via outreach and remotely, our multidisciplinary team of 50 staff support thousands of young people experiencing homelessness in London to find safety, improve their wellbeing, develop skills for life and ultimately find somewhere that they can call home.

“For as long as young people are homeless and unsafe in London, we will be on a mission to give their potential a home”

For more information about our impact, [please download our latest annual report.](#)



Commitment to Equality, Diversity & Inclusion

New Horizon Youth Centre is committed to recognising and valuing difference and ensuring fairness and equality; and recognising and seeking to redress inequality and disadvantage wherever possible.

As a service provider to young people experiencing homelessness and as an employer, we aim to be empowering, supportive and to offer as much flexibility as possible in order to help each individual realise their full potential as users of New Horizon Youth Centre and as employees. We believe that this approach is key and central to promoting and developing diversity.

We recognise that true diversity in our community and within the staff group also involves a willingness to act, where necessary, by combating the effects of existing barriers to fair and equal treatment. Within society certain groups are unfairly discriminated against – for example on the grounds of race, gender or gender identity, disability, sexuality, age and class – and are, as a result, disadvantaged in terms of their access to services and employment. We will, where appropriate and where possible, seek to positively redress the effects of this discrimination. Any action we take will be legally compliant and consistent with our approach of making users and staff feel valued and respected.

We also recognise that many people have suffered disadvantage and barriers to progress for all kinds of reasons related to them as an individual and not because of their personal characteristics. This may include homelessness, employment, economic or domestic circumstances, or involvement with the justice system. For this reason, our commitment to diversity includes being supportive, positive and open minded.

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

New Horizon Youth Centre is deeply committed to inclusive working practices, so during the application process we commit to:

- Paying for childcare and other care costs whilst you are attending interviews.
- Paying for your travel costs to the office and back for interviews.
- Making any reasonable adjustments – for example ensuring we have a sign language interpreter organised in advance if you would like them.
- Offering a guaranteed first stage interview for disabled candidates who meet the minimum requirements for the role.



Our work is guided by four values:

We see the best in everyone

We all have strengths and the potential to make the best of our life and work, when given a fair chance

We are dynamic in our approach

We are always adapting because the world changes and what young people need and want changes

We collaborate on solutions

We trust and work with diverse people and organisations so that we can achieve more together

We are our word

We do what we say we will because the young people we support, our team and our partners deserve nothing less



Strategic objectives:

Through 2022 – 2025 New Horizon Youth Centre will focus on:

1. Delivering high quality, trauma-informed services for any young person that needs our support

- **Refocusing our services around four key outcomes areas** (Housing, Safety, Life-skills, and Health) to help us specialise further and grow our impact.
- **Redefining the welcomes into our services** so that we can build trust and ensure young people get the support they want and move on.
- Creating a **brand-new health offer and optimising the scale of our housing offer** to address these continued areas of significant need.

2. Working with and through others to optimise our offer and maximise our impact.

- Continuing to **invest in the London Youth Gateway youth homelessness partnership**, scaling its reach and finding more ways to collaborate.
- **Revitalising our centre as a hub** that provides both drop-in and specialist services via our team and a network of committed partners that share our values.
- More deliberately **sharing best practice with partners and statutory agencies** so that more professionals are equipped with the skills and knowledge to help.

3. Saying what others won't say and do what other won't do to ensure that no single young person misses out, even the young people we will never meet.

- **Prioritising services where needs exist without solutions**, working with others to innovate and bring these issues to public attention.
- **Redoubling our policy work and building our evidence** to put 'grit in the system' and ensure that the issues affecting young people are understood and acted upon.
- Working with young people to **reframe the narrative around youth homelessness**, ensuring that they have the right platform to campaign for change.

And importantly will continue to focus on:

4. Sustaining a well-run organisation that invests in staff and celebrates the diversity that makes us a success

- **Making good on our commitment to be anti-racist**, embedding diversity across our work and practice.
- **Renewing our staff care and investing in our technology and facilities** so that the team have the practical and emotional support they need to thrive.
- **Setting ambitious goals for our fundraising** so that we have the resources and financial security to be ruthless in the pursuit of our mission.

NH YC

*“New Horizon.
It might not be your home.
They might not be your parents.
They might not be your family.
But they want you to win in this
world.”*



JOB DESCRIPTION – LOCUM CHEF

Reporting to: Services Manager – Youth Work, Head of Service – Youth Work

MAIN TASKS AND RESPONSIBILITIES

The Chef is part of the NHYC Youth Work Team and reports to the Service Manager (Youth Work). They have responsibility for the day-to-day running of the kitchen and ensuring the highest standards of safety and food hygiene. Responsibilities include:

1. Working independently on the daily preparation of up to sixty nutritionally balanced vegetarian and meat dishes to an excellent standard, catering to allergens and dietary requirements.
2. Planning and organising meals using own initiative and within budget, creating varied and interesting menus as well as culturally diverse food throughout the week.
3. Following procedures relating to daily kitchen cleaning schedule and ensuring strict adherence to food hygiene regulations, cleanliness, kitchen safety and accurate record keeping (HACCP)-
4. Maintaining thorough hygiene and safety records and providing relevant information or reports at the end of each shift.
5. Ensuring that the kitchen area and its equipment are cleaned to the highest standard and in working order at all times, raising repairs or faults in a timely manner.
7. Serving daily lunches to up to 60 young people, staff and volunteers.
8. Ensuring that Health and Safety or safeguarding issues are addressed as a priority.
9. Communicating effectively with colleagues from across the organisation to ensure the smooth running of the food service, including attending regular briefings, team meetings, and reflective practice with NHYC colleagues.

PERSON SPECIFICATION

QUALIFICATIONS, EXPERIENCE AND TRACK RECORD

- 1.1 Experience planning, preparing and cooking healthy, balanced meals in a professional catering kitchen or busy community kitchen (for example, community centres, schools, colleges, day centres, residential centres etc). (E)
- 1.2 Demonstrable experience catering for significant numbers (50+) within clearly defined daily service schedules and mealtimes. (E)
- 1.3 A proven track record meeting the highest standards of cleanliness and hygiene in the kitchen and experience completing daily and weekly cleaning schedules, cleaning rotas and food hygiene procedures. (E)
- 1.4 A current professional Food Hygiene Certificate Level 2 or above. (E)
- 1.5 Experience keeping clear and accurate kitchen records such as HACCP documentation, temperatures, stock levels, meals and cleaning schedules. (E)
- 1.6 Able to communicate and liaise with a diverse staff team, working as a team player to ensure the smooth-running of kitchen and the day centre. (E)
- 1.7 A thorough understanding of kitchen safety and kitchen risk assessments in order to keep self and others safe. (D)
- 1.8 Previous experience working with vulnerable client groups such as children, vulnerable adults, people experiencing homelessness or similar. (D)

SPECIAL KNOWLEDGE AND JOB REQUIREMENTS

- 2.1 Ability to maintain enthusiasm for a high level of contact with clients on a day-to-day basis. (E)
- 2.2 A demonstrable passion for food, engaging others in food and promoting positive healthy food habits. (E)
- 2.3 A high level of knowledge of health and safety issues in a working environment, specifically in a kitchen environment. (E)
- 2.4 Experience and knowledge around safeguarding policy and procedures for children and vulnerable adults. (D)
- 2.5 A working knowledge of and commitment to Diversity & Equality as it applies to a supportive service and in the workplace. (E)

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Additional Information

Recruitment

Locums will be invited to sign an agreement as a casual worker. This is not a contract of employment. Starting in role will be subject to receipt of satisfactory references and an enhanced DBS check.

Location

The posts are based at: New Horizon Youth Centre, 68 Chalton Street, London, NW1 1JR.

You may be asked to occasionally work off-site depending on service requirements. This will be discussed at interview and agreed with your line manager.

Hours of work

Work is not guaranteed and when offered shifts, locums have the option to decline without impacting the shifts they will be offered in the future.

Usual hours of work are 9.30am to 2pm Monday to Friday and the majority of shifts offered will be within this time period.

Pay

The rate of pay for the role is £13.10 per hour. Payment will be made on the last working day of each month.



***Giving potential a
home since 1967***

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@nhyouthcentre***

***Charity: 276943
Company: 01393561***