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JOB APPLICATION PACK

**Jobs, Education and Training
Worker (Refugees and Migrants
Focus)**

November 2025

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**NEW
HORIZON
YOUTH
CENTRE**

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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 over 60 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 info about our impact, [please take a look at our latest impact report.](#)



COMMITMENT TO EQUITY, DIVERSITY & INCLUSION

New Horizon Youth Centre is committed to recognising and valuing difference and ensuring fairness and equity; and recognising and seeking to redress inequity and disadvantage wherever possible. We have an ongoing action plan to improve our Equity, Diversity and Inclusion (EDI) practices, which every member of our organisation has a role in contributing to.

As a service provider to young people facing homelessness and who are unsafe, we aim to be an empowering, supportive employer and to offer as much flexibility as possible 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 young people and staff feel valued and respected.

We 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 such as 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 backgrounds.

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

- Reimbursing any childcare and other care costs whilst you are attending interviews.
- Reimbursing 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.

If there is anything else you are concerned about or think we could provide, please let us know.

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OUR WORK IS GUIDED BY THREE VALUES:

We **champion** young people



We **collaborate** for impact



We are **determined** to find a way



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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

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**"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."**

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NEW HORIZON YOUTH CENTRE

JOB DESCRIPTION

Jobs, Education and Training (JET) Worker (Refugees and Migrants Focus)

Reporting to: Service Manager (Youth Work) and Head of Services (Youth Work)

ROLE OVERVIEW

The Jobs, Education and Training (JET) Worker is part of the NHYC Youth Work Team.

New Horizon provides a range of Youth Work opportunities for young people experiencing homelessness. One stream of work is our Jobs, Education and Training (JET) team. The JET team works with young people to support them into meaningful and appropriate employment, training opportunities, apprenticeships, volunteering, and education. They work with young people 1:1, holding small caseloads of young people, as well as working with groups and delivering employment or education-focussed sessions on a regular basis. As part of our delivery, we have developed a weekly ESOL group for young people looking to improve their spoken English, many of whom are young refugees and asylum seekers. Your role would involve the planning, preparation and delivery of these non-formal education sessions as well as delivering 1:1 casework.

New Horizon also runs a busy day centre from Monday to Friday with an open-access drop-in from 10:00-13:15. We provide basic needs support to young people experiencing homelessness, such as providing breakfast and lunch, clothes, toiletries, showers, laundry facilities and Wi-Fi. Your role will be based in the day centre working with young people face-to-face. While most of your time will be focussed on specialist JET delivery, you will spend approximately 1 day per week helping us to deliver our core day-centre service. As such, you will need to be able to support a diverse range of young people experiencing homelessness at the service.

While you will work with all young people in the service, this role will focus on developing our JET delivery for young refugees, asylum seekers and those with English as a second language. Alongside delivering group sessions, you will also focus on developing specialist networks and partnerships and creating pathways to appropriate opportunities.

MAIN TASKS AND RESPONSIBILITIES

Young People's Services:

1. Developing and delivering the Jobs Education and Training (JET) programme, creating routes into jobs, education, and training for young people with multiple needs, with a specific focus on young people from refugee, asylum-seeking and English as a Second Language backgrounds.

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2. Specialising in delivering support, casework, and guidance to refugees and asylum seekers regarding their employment and education options, and maximising opportunities to gain skills and education.
3. Coordinating delivery of our weekly ESOL class, developing an innovative and appropriate programme of activities that responds to young people's changing needs.
4. Developing a network of partnerships with external relevant statutory and voluntary sector agencies, especially those across London working with refugees, to provide new and appropriate opportunities for these young people. Formulate Service Level Agreements where appropriate.
5. Working within the Youth Work Team to deliver a holistic service to young people who are unsafe or facing homelessness and enabling them to move on to independence.
6. Referring young people to other internal New Horizon Youth Centre teams to support their overall progression, including rough sleeping, housing, health, lifeskills and youth justice
7. Contributing to the management and development of the day centre, including attending daily handover meetings and addressing Health and Safety and safeguarding issues as a priority.
8. Promoting and representing NHYC at relevant external forums and meetings.

Information Management:

1. Monitoring and evaluating young people's progress to ensure the JET programme meets the standards required by external assessors and funders.
2. Recording all contact with young people appropriately and maintaining all relevant files and recording systems.
3. Being self-servicing in day-to-day administration and following team and NHYC's administrative procedures.

Performance and Development:

1. Attending Reflective Practice, JET Team Meetings, Staff Meetings and Youth Work Team meetings.
2. Continuously reviewing own working practices in line with young people's feedback and current best practice.
3. Reviewing and evaluating own performance to identify strengths and areas for development. Identifying own learning/development needs and opportunities.

4. Undertaking development and training opportunities and being responsible for obtaining maximum benefit through review, reflection, and practice.

Other

1. Covering for other members of the team as necessary.
2. Following NHYC's policies, procedures, and performance expectations in all functions of the post.
3. Undertaking, as required, any other duties compatible with the level and nature of the post and/or reasonably required by the Services Manager, Head of Services, Director of Operations or CEO.

PERSON SPECIFICATION

We are looking for an individual who can demonstrate the following competencies and want to use these to the full in their work.

ESSENTIAL EXPERIENCE, SKILLS AND KNOWLEDGE

1. Ability to work effectively with young people facing homelessness, or a similar vulnerable group, to identify personal goals, break down barriers, and support to find solutions.
2. Experience developing and delivering jobs, education or training programmes and creating routes into employment, education, and training.
3. Experience of planning and facilitating engaging group sessions with young people, demonstrating creativity, innovation, and cultural competence.
4. A track record of managing a case list of clients including maintaining and updating records, completing assessments, creating action plans, goal setting, coaching, and making relevant referrals.
5. An understanding of the kinds of behaviour young people might demonstrate. Ability to understand this behaviour in a trauma-informed way and developing strategies for managing behaviour effectively.
6. Demonstrable experience working effectively and communicating with groups of people from a range of backgrounds and with diverse experiences and language levels.
7. Previous experience working directly with refugees and asylum seekers.

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8. Experience creating and maintaining external partnerships to achieve organisational aims and objectives, including representing the organisation at external meetings and events.
9. Experience of using IT systems (including knowledge of databases) to support the achievement of personal and collective work goals.
10. A working knowledge of, and demonstrable commitment to Equity, Diversity and Inclusion.
11. Experience and knowledge around safeguarding and health and safety policy and procedures for children and vulnerable adults.

DESIRABLE EXPERIENCE, SKILLS AND KNOWLEDGE

We'd love to hear from you if you also have these **desirable** skills and experiences, but don't worry if you don't. These are the extras we'd really like!

12. A professional qualification in teaching English. For example, TEFL or equivalent.
13. Ability to speak another language, particularly those most common at our service - Arabic, Amharic, Tigrinya, or Farsi.
14. An understanding of the issues, barriers, and challenges which young people experiencing homelessness might be facing, especially at the point of accessing help and support.
15. Up-to date working knowledge of Local and National Government policies relating to employment, education, benefits, housing, and young people.

Additional Job Requirements:

16. Willingness and ability to work outside of normal office hours on occasion (within New Horizon's flexible working hour's arrangements) and over the Christmas period.
17. Willingness to work flexibly in response to changing organisational requirements.
18. Willingness to work from different sites including our day centre in Camden.

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ADDITIONAL INFORMATION

Location:

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

Contract:

The contract is ongoing, subject to successful completion of a probationary period.

Hours of work:

The post holder will be required to work 35 hours per week, Monday-Friday (9:30-17:00)

Pay:

The starting salary for the role is £31,200.00 (pro rata).

The salary scale is: AP26 (£31,200) to AP30 (£34,736).

Other benefits:

- 30 days annual leave per year (pro rata), plus bank holidays and some additional time off over Christmas
- Employer contribution of 6% to a group personal pension scheme
- Enhanced Employee Assistance Programme, including 24-hour helpline, access to counselling, contributions towards medical expenses, discounted gym memberships, high street vouchers and more
- Clinical Supervision and Reflective Practice
- Staff Loan Policy, including Cycle to Work scheme
- Generous Training budget and a Diversity Leadership Programme
- Regular Staff Away Days and teambuilding activities

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TIMESCALES AND HOW TO APPLY

The timescales for recruitment are as follows:

Closing date and time for applications	9am, Monday 24th November
Shortlisted candidates will be informed	Friday 28th November
Interviews	Wednesday 3rd December

If you wish to apply for this position, you will need to supply:

1. **A CV** setting out your career history, education or qualifications, and other key responsibilities or achievements (2 sides of A4). *Please do not include your name, initials, contact details or references in the CV and the file name.*
2. **A supporting statement** (1500 words or up to 2 sides of A4) highlighting your suitability for the role and how you meet the criteria listed on the **Person Specification**. *Please do not include your name, contact details or address.*

The supporting statement is an essential part of your application and will be assessed for shortlisting purposes.

3. **Completed diversity and adjustment questions** – Your data will be stored separately from your application and will at no time be connected to you or your application by the shortlisting panel.

To apply, visit our careers site: <https://jobs.nhyouthcentre.org.uk>

We do not consider incomplete applications.

You will be notified if you have not been shortlisted. However, we are unfortunately unable to provide each individual application with feedback.

If you have any questions or would like to arrange a call to discuss the role, please feel free to email us at recruitment@nhyouthcentre.org.uk or call 0207 388 5560.

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Giving potential a home since 1967

**nhyouthcentre.org.uk
@nhyouthcentre**

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

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