

1st February 2010



Dear Applicant,

Thank you for your interest in the role of Pathfinder Youth Project Manager. Leap Confronting Conflict is a thriving national youth organisation, looking for an experienced and highly motivated individual to help continue to support this project in London/ Yorkshire. We hope you will be inspired to join us.

Please find enclosed:

- An application form for this role, including an Equal Opportunities Monitoring Form
- The Job Description, Person Specification and Principal Terms and Conditions for the role
- Background information on the Pathfinder Youth Project

How to Apply:

A completed application form with your original signature needs to be returned to Leap by 12.00pm on 17th February 2010. We will not automatically acknowledge receipt of the completed form; however, you may call to confirm that it has been received on time.

Leap Confronting Conflict
Wells House (Unit 7)
5-7 Wells Terrace
Finsbury Park
London, N4 3JU

T: 020 7561 3700
F: 020 7561 3701

Please refer closely to the job description and particularly to the person specification when completing the form. We would be grateful if you would complete the monitoring form to help us with our advertising, selection and appointment systems. This information will not be used as part of the selection process itself and is held confidentially, separate from the application forms until after the appointment has been made. The application is considered anonymously.

Leap Confronting Conflict
Suite D14
Joseph's Well
Hanover Walk
Westgate
Leeds, LS3 1AB

T: 0113 234 1287

Please consider your referees carefully. One of your referees must be your recent employer. We will shortlist and let you know by 19th February 2010 if you are invited for an interview. Interviews will be held on 2nd March 2010 (in our London office) and 3rd March (in our Leeds office) and we will only contact the referees of successful candidates after interviews.

E: info@leapconfrontingconflict.org.uk
W: www.leapconfrontingconflict.org.uk

Our Activities include:

Youth Programmes

The Leap Academy of Youth and Conflict

Training and Consultancy for
Organisations, Teams and Services

If you require further information, please contact me on 020 75613700. We are looking forward to receiving your application.

Yours sincerely,

Peta Boucher
Youth Programmes Manager



Registered Charity No England 1072376
Registered Charity No Scotland SCO41152
Limited Company No. 3628271

Pathfinder Youth Project Manager: Job Description

- Title: Pathfinder Youth Project Manager
- Conditions: Full-time job - 1 Year Fixed Term
- Starting Salary: £33,000 - £35,000 p/annum
- Location: London or Yorkshire
- Accountable to: Leap Youth Programmes Director
- Key relationships: London and Yorkshire delivery partners; London and Yorkshire Pathfinder delivery teams, Leap PeerLink Team; Leap Youth Delivery Team and Apprentices
Leap Freelance Trainers; young people; Leap Academy staff

The Organisation

Leap Confronting Conflict is a specialist national youth organisation and charity providing opportunities for young people to gain skills to manage themselves, everyday conflicts and to help prevent violence in their communities.

Leap has 22 years development of its materials and approach, with long term experience of working with disadvantaged youth, delivering programmes in schools, youth organisations, prisons and in the community.

Currently at *Leap*, all of our teams are working energetically to deliver high quality interventions for young people and the professionals who work with them. We want to increase our capacity to impact on issues of damaging youth behaviour, tensions and violence, and develop more resources to disseminate to others. We are a growing team of over 50 people, both permanent and freelance who are passionate about developing young leaders and helping them to work with their peers.

As a part of this *Leap* is currently producing excellent work and results in the Pathfinder Youth Project which is established in both London and Yorkshire and we need a highly competent and experienced individual to take the work to the next level.

The Environment

There is a growing need for practical positive outcomes for the most disadvantaged youth in changing and fragile communities. *Leap* wants to help meet that need, we are an established but fast growing organisation with dynamic strategic goals.

Leap was awarded DCSF funding and Pathfinder status to support an ambitious three year plan to develop our capacity and embed our regional growth. As part of this the Pathfinder Youth Project delivers peer mediation and conflict resolution training in schools and local communities. It is also expanding our young trainers project which gives opportunities for participants to progress through Leap and eventually the opportunity to become paid trainers, apprentices and project staff.

We want to employ people who are driven by the desire to help solve social issues, provide the very best programmes for young people and at the same time want to be part of a forward thinking, third sector organisation.

The role

You are a project manager in voluntary or statutory organisations, and have an experience of working with young people. You will be able to build teams, manage supervision, produce work plans aligned to targets and outcomes, and oversee rigorous evaluation processes, hold budgets and write management reports. Your teams will be based in London and Yorkshire which will include some travel between the two offices.

You will be expected to expand and maintain partnerships across the two regions, to ensure delivery of the programme, support relationships with the Leap Academy and awarding bodies and disseminate the work through regular reports to different audiences.

You will be responsible for:

- a) Managing the Pathfinder Youth Project work plan, budgets and targets both in London and Yorkshire
- b) Managing and supervising 2 team leaders
- c) Managing the evaluation of the project, measuring and disseminating the outcomes
- d) Producing monthly data, writing quarterly and annual reports and attending and presenting at appropriate meetings
- e) Managing relationships across the Pathfinder Youth Project in particular delivery partnerships and also maintaining networks regionally and locally.
- f) Overseeing the delivery of outcomes, tracking of achievement, accreditation and progression for young people.
- g) Managing Pathfinder Youth Project quality, risk and evaluation processes
- h) Working alongside Leap colleagues in the Youth Programmes, Social Enterprise, Leap Academy to ensure consistency and quality

Person specification

		Assessed
Essential Experience	3 years experience of working in a leadership role in a project	Application form
	Experience in managing a team that deliver work directly to young people	Application form
	Proven experience of managing project monitoring and evaluation	Application form
	Experience in working with disadvantaged young people	
	Able to work effectively across 2 regions	Application form and interview
Skills and understanding- Essential	Proven people management skills	Application form and interview
	Proven experience of professional networking with e.g schools, community organisations, youth professionals, services and youth groups	Application form and interview
	The ability to instigate, manage and deliver partnership projects	Application form and interview
	Demonstrable written and verbal communication skills	Application Form and interview
	The ability to develop , manage, monitor and review delivery and quality of project work	Application form and interview
	The ability to prioritise and meet deadlines	At interview
	The ability to manage budgets	Application form and interview
Education/Training	Essential – management/supervision/team leader /project management experience	Application form
	Desirable – youth work /teaching/social work qualification or related training	Application form
	Desirable – Knowledge/training in conflict resolution or mediation	Interview
Personal Attributes	Dynamic and able to initiate and implement plans to make them reality and reach targets	Application form and interview
	Flexibility in working and approach to change	Application form and interview
	A desire to be actively involved in regional development	Application form and interview
	The ability to communicate the work of the <u>Pathfinder Youth Project</u> to other professionals in different ways	Application form and interview
	A professional appearance with good interpersonal, presentation and negotiation skills	Application form and interview
	Demonstrate a commitment to <i>Leap's</i> core values	Application form and interview

Desirable	Enjoy and have experience of working with young adults and demonstrate interest and enthusiasm in supporting their personal development	
Other	Must be available for some travel between two regions, overnight stays and flexible working hours with some weekend or evening commitment required.	

JOB APPLICATION FORM - CONFIDENTIAL

Please read carefully all instructions and job details prior to completing this form.
 Please use black ink or type as it will be necessary to photocopy your application.
 Curriculum vitae are not acceptable unless otherwise stated.
 Applications received after the closing date will not usually be considered.
 Please return this form to: Leap Confronting Conflict, Wells House (Unit 7), 5-7 Wells Terrace,
 Finsbury Park London, N4 3JU

JOB DETAILS

Job Title:

Advert Reference No:

PERSONAL DETAILS – Please complete in BLOCK CAPITALS

Surname:

Forename(s):

Address:

Postcode:

Borough:

Home telephone number:

Work telephone number:

Mobile telephone number:

National Insurance Number:

Email Address:

Do you require a work permit to take up employment in the UK? YES NO

DATA PROTECTION ACT 1998

Under the terms of the Data Protection Act 1998 the information you provide in this application form will only be used for assessing your suitability for employment and for monitoring our policies and procedures. If you are unsuccessful, the information will be retained on file for six months, after which date it will be destroyed.

EDUCATION AND QUALIFICATIONS

Please give details of two people we may approach for a reference who can comment on your suitability for this position. One referee must be your present or most recent employer and the second a previous employer (or teacher/tutor in the case of a college/school leaver). If you are unable to provide two such referees then at least one of your referees should have known you in a professional capacity for at least one year.

1. Name:	Job Title:
Capacity in which known to you:	
Organisation & Address:	
Telephone:	
1. Name:	Job Title:
Capacity in which known to you:	
Organisation & Address:	
Telephone:	

SICKNESS RECORD

Number of days absent from work in the last three years:	
Number of occasions absent from work due to sickness in the last three years:	
*Please note that information given in this section will not be used for shortlisting purposes. However, you may be asked further questions at interview. Your referees will be asked to confirm the information you provide in this section.	

DECLARATION

I certify that to the best of my knowledge, the information I have provided on this form is true and accurate, and can be treated as part of any subsequent contract of employment. I understand that if the information I have supplied is false or misleading in any way or should there be wilful omission or suppression of any material fact, it will automatically disqualify me from appointment or may render me liable to dismissal without notice.	
Signed:	Date:

For office use only Candidate Reference Number
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MONITORING

We would be grateful if you would fill in this part of the application form.

We are an equal opportunities employer and this information will help us continue monitoring our advertising, selection and appointment systems. This information will not be used as part of the selection process itself and is held confidentially, separate from the application forms until after the appointment has been made. The application is considered anonymously.

MY SEX IS:

- MALE FEMALE

**MY DATE OF BIRTH _____
IS:**

I WOULD DESCRIBE MY ETHNIC ORIGIN AS:

A) WHITE

- BRITISH IRISH OTHER WHITE BACKGROUND

B) MIXED

- WHITE AND BALACK CARIBBEAN WHITE AND BLACK AFRICAN
 WHITE AND ASIAN OTHER MIXED BACKGROUND

C) ASIAN OR ASIAN BRITISH

- INDIAN PAKISTANI
 BANGLADESHI OTHER ASIAN BACKGROUND

C) BLACK OR BLACK BRITISH

- CARIBBEAN AFRICAN OTHER BLACK BACKGROUND

D) CHINESE OR OTHER ETHNIC GROUP

- CHINESE OTHER ETHNIC GROUP PLEASE SPECIFY IF OTHER: _____

DO YOU HAVE A DISABILITY?

- YES NO

Where did you see this job advertised?

Thank you

Growing Young Leaders

A community-wide approach



Year One
The Story So Far

The beginning

In 2008, the Department of Children, Schools and Families awarded Leap a significant grant to deliver more work with young people. We began rolling out a unique programme to treble our impact: building on tried and tested projects; working with young people in schools and communities; delivering from twin bases in London and Leeds; targeting areas that experience high levels of youth conflict, community tension and crime.



Here we look at the first year's achievements, the successes so far, and the early indicators of the long term impact the work will have on the young people involved, on the adults that work with them, and on the communities in which they live.



A unique community-wide approach to youth conflict

Leap works with young people in schools, and in the communities those schools are at the heart of. This saturation approach enables us to achieve maximum impact, reaching every corner of a neighbourhood, creating a generation of young leaders. It leaves a genuine and sustainable legacy of prevention, transforming young lives.

*"The School has had a reduction in high level conflict since Leap's work.
We don't know where the work begins and ends."
Head*

Creating safer schools – developing peer mediation

- Working with clusters of schools in tightly-targeted geographical areas
- Taking a 'whole year' approach, training every Year 9 student
- Working with both students and staff to transform a conflict culture
- Providing opportunities for young people to learn new skills and share ideas
- Working with young people affected on a daily basis by aggression and violence
- Providing progression routes for peer mediators and developing responsibility
- Establishing an embedded, student-run Peer Mediation service

*"The course has helped me how to control anger. I really enjoyed it. Come back again."
Year 9 student*

Sustaining safer neighbourhoods – growing young leaders

- Providing accredited opportunities for young people at risk to develop conflict skills and cascade them to their peers
- Helping young people create a safer life for themselves and their peer group
- Enabling young people to make a positive contribution to their communities
- Creating progression routes for peer leaders

*"If I had never met Leap, my life would be totally different. I'd be in a loop ending up
at Square 1 repeatedly. It's really helped me progress and develop."
Young Trainer, 18*

Building a legacy of prevention – training and supporting frontline practitioners

- Working in partnership with professionals, agencies and service providers
- Sharing learning and providing training in tried and tested techniques
- Offering career pathways to young people, developing future frontline staff

*"It's great to work with people who genuinely live what they teach."
Deputy Head*

Working within established policy frameworks

- Aiming High for Young People
- Every Child Matters
- Preventing Social Exclusion
- Supporting young people's Volunteering opportunities
- Fostering Strong and Prosperous Communities
- Preventing violence and truancy with the creation of Safer Schools
- Tackling Gangs and Tackling Youth Violence Action Plans
- Community-based Multi Agency working

*"Leap are smart, committed, planned and determined."
Head*

The Story So Far

Peer Mediation in secondary schools

- 2 regional clusters developed
- 6 schools worked with
- 1,140 students trained
- 43 teachers and support staff trained
- 14,675 student training hours delivered

In Yorkshire, we have worked with 3 schools in Keighley: Greenhead High, Oakbank School and Holy Family School. In London, we have worked with 3 schools in Waltham Forest: Lammas School, Leytonstone School and Tom Hood School.

Introduction to Conflict Resolution and Peer Mediation

- 46 Year 9 classes from 6 schools completed 2 day introductory course
- 1,140 students trained
- 11,400 student training hours delivered

Each school's entire Year 9 were taken off timetable to complete a 2 day, onsite, highly participatory 'Introduction to Conflict Resolution and Peer Mediation' course, giving students an understanding of what causes conflict and how to begin to resolve it. They looked at how to develop personal responsibility and make positive choices in their lives. Form tutors took part in the training with their young people.

Schools have been warm and welcoming, with the staff involved commenting on the high quality of training received. Schools have offered excellent levels of support for the development of a sustainable Peer Mediation scheme within the school. Feedback has reflected really positive experiences, a holistic view of the project within the school, and requests for further developmental training for staff.



"The year 9s have really changed since the training – I've noticed they behave quite differently and positively."
Head

"I've learnt that conflict can start from something small and grow to something big because people aren't communicating."

"I've learnt that people should talk about their feelings more."

"I've learnt that I have lots of red flags and I can choose how I react to them."

"It was all wicked. A fun way to discuss an important issue. Awesome!"

"I'd love to do this again."
Year 9 Participants

"Excellent response from pupils. Several pupils came out of their shell and developed greater confidence in themselves."

"I've heard quiet members of the form speak out in a group for the first time."

"My form has never seen me like this - I'm human and have reactions just like them."

"The atmosphere was superb, trainers were fab."

"The opportunity presented for reflection was great."

"It was a fantastic opportunity for the form to bond – there are not enough opportunities for this."
Year 9 teachers



Specialist Peer Mediation training

- 127 peer mediators completed 5 day Peer Mediation course
- 127 peer mediators achieved OCN Level 1
- 3,275 student training hours delivered

Students who successfully completed the 2 day Introductory Course were given the opportunity to progress to a 5 day training in Peer Mediation. Delivered by Leap trainers who are passionate mediators themselves, the course gave an understanding of mediation skills and processes, developing a strong group of peer mediators to help create a safer school. The teachers learnt alongside the young people.

"I'm really ready to be a mediator now!"

"I want to be a mediator so I can help other people to resolve their conflict."

"I've worked with new people during this training that I never liked before. Now we can work together and we've become friends."

"I am proud of myself for doing such a good job this week."

"I enjoyed working as a team and learning more skills."

"It was ACE!"
Year 9 participants

"I really liked the way the team of trainers worked together and mirrored a way of working. I liked the methods and clear learning progression. Great course – I also learnt things I can use."
Behavioural support worker



Staff training in Conflict Management

- 43 teachers and support staff take part in student workshops
- 18 key staff participate in specialist training

Safer schools can only be created by investing in staff. In addition to attending all courses with their students, we provided a full day of training to the key staff from each school to support the set-up and maintenance of the Peer Mediation services.

"The way I interact with my colleagues has changed since starting work with you. This change will gradually trickle down to the young people."

"The young people and staff have a common language."
Deputy Heads

"I have a clear action plan to go ahead."
Year 9 Teacher



Developing supportive clusters of schools

- 26 members of staff attended cluster events
- 20 young mediators attended cluster training days

Schools have really enjoyed building external links with each other, and working in supportive clusters. Assistant Heads and staff representatives were facilitated to meet and look at community-based issues together, as well as share best-practice and consider other areas in which they could work in partnership. Staff from across a cluster have attended specialist training in Working with Challenging Behaviour. Heads are looking at joint bids for commissioning further work, and have committed to working in partnership to measure impact in the wider community. Young mediators have had a chance to work with their peers in other schools, sharing their learning, addressing issues of territorialism and breaking down community barriers.

"It's been great to meet other teachers and share ideas and support."
Teacher

Quarrel Shop programmes in the community

- 2 Quarrel Shop programmes delivered
- 13 young people achieved OCN Level 2
- 780 training hours delivered
- Conflict resolution workshops delivered to 200 young people in the community

To really transform a culture of conflict in schools, Leap believes you have to work with the communities they are at the heart of. Quarrel Shop is a tried and tested project which has been incredibly successful in developing young leaders. Over 60 hours, the intensive, out of school accredited training course uses discussions, games, exercises and role-play to teach mediation, what conflict is, and how to begin to resolve it. Participants then get practice opportunities to design and run workshops on conflict resolution for other young people, or facilitate mediation in a real situation, helping them to become responsible leaders in their communities.

The young adults selected for this programme face many challenges, coping with conflict in their lives, in their families, their work, education and neighbourhoods. By doing this course, they find a voice to express themselves, a goal to work towards, and a real opportunity to learn to become a conflict specialist. It gives a progression route through Leap, and acts as a stepping stone to further education, training, or directly to employment. Leap itself currently employs 2 previous Quarrel Shop graduates as full time workers, 9 as apprentices, and 12 as young trainers.

7 young people in Waltham Forest and 6 in Keighley have gone through the intensive 12 week course. A diverse group, they supported each other to overcome barriers to progression, demonstrated strong facilitation skills, and achieved a huge increase in confidence. The graduates went on to deliver conflict resolution workshops to another 200 young people in their own communities; in youth clubs, colleges and schools. They have met with key borough and local authority assistant directors, YOT and Connexions teams, and other community based organisations.

"It's an experience that you won't forget. It can change the way you think and live."

"It has been the only positive thing in my life over these months, and has taught me to be more positive in my approach to life and things."

"It has given me the confidence that I can write good. I never thought I could write before but getting such good feedback on my portfolio has really boosted my confidence."
Quarrel Shop participants



Young Trainers Project

- 10 young trainers began nine-month programme
- 210 training hours delivered so far

Leap fundamentally believes that young people are not the problem; they are part of the solution. Central to our community-wide approach is the desire to develop young leaders, offering supported career pathways to those who have participated in projects and found a vocation.

10 young people from Yorkshire and London have been recruited to the Young Trainers Project. All of them have previously graduated from either Leap's Quarrel Shop or Leadership programmes.

The young trainers have completed a team-building weekend and individual reviews, and are now undergoing a 9 month training programme. This will build on the experience they have already gained in conflict resolution skills and turn them into confident, skilful practitioners. They learn from working in teams of experienced Leap trainers, attending intensive training sessions, and cascading their skills to others by delivering training across our projects. They have already been involved in the delivery of Peer Mediation in schools, and Quarrel Shops.

At the end of the programme these young people will have the opportunity to work for Leap and other organisations as freelance trainers, with a specialism of youth and conflict. 12 young trainers have already qualified from previous projects, and are now delivering work for Leap. Putting their skills back into their communities.



"I came to Leap through a Quarrel Shop, and it helped me as a person to reduce conflict within myself. It helped me understand my own conflict better – I was angry and taking it out on the wrong people, like my family.

After I joined Quarrel Shop, I was able to learn some skills that I could use to support myself and others. I became a member of Peerlink, Leap's national network for young mediators, and attended a few events. I then became a member of the regional steering group – we did things like workshops, gave presentations. I gained confidence, and utilised skills I learnt in Quarrel Shop.

I've gained confidence, developed as a person, and like seeing the development in other young people, even if it's a small one. I am now on the Young Trainers programme, and it's made a massive difference to me. It's helped me focus on my career and my future. My skills are developing – my confidence, public speaking, presentation skills. I know being a trainer will help me in my career – maybe even management!"
Young Trainer, 18

Investing in community partners

- 34 meetings with 37 community partner organisations
- 59 community practitioners trained

For a community-wide approach to conflict resolution to work and be sustainable, it needs the understanding and the support of a wide range of community partners.

We attend community cohesion meetings in Waltham Forest and Keighley, and are part of Keighley's community cohesion action plan. We have met with Heads of Youth Services, Police Forces, Education Authorities and Schools, and work closely with local community support officers, youth workers and voluntary organisations.

Leap believes in building communities by skilling the professionals who already work there. Specialist training days provide an understanding of the work of Leap, and an introduction to conflict resolution. They also give an opportunity for networking with others in the sector, and a chance to build collaborative working practices.

"Please, please, please have more of these training days. Very informative for sharing good practice, practical tips to take away. Great fun, and a real learning experience."

"I have some really good ideas to take back to practice, but the day has made me reflect on myself too."
Training participants



First steps, deep footprints

Schools worked with in the first year tell us:

- The impact of a taskforce of 16 trainers working with an entire year group is massive – the whole school notices, and the work is deeply embedded
- The whole school has a different approach to dealing with conflict
- Form tutors gain a new insight, a chance to see students in a different light, and go on to forge better relationships with their tutor groups
- Students and teachers have a different way of working; reciprocal, respectful
- Students gain in confidence, communicating better, learning new skills
- Students who have never spoken before in class speak out; students who are often absent engage well and develop a new attitude to learning
- Staff and students have genuine motivation to develop peer mediation
- Working in clusters provides a welcome opportunity to share best practice



...developing self-esteem, pulling back from crises

"Without exception, all the trainers were inspiring and professional. We were able to leave discipline to them, but as teachers weren't usurped. The exercises are easy to grasp; concepts like 'red flags' are a really helpful way of explaining things to people. I've seen huge differences in the students that did the training, seeing them pulling back from potential crises. Realising that people trust them is incredibly good for their self esteem. They've learnt they have the ability to manage themselves."

Assistant Head Teacher

...changing attitudes, getting serious

"The training's made me think a lot about my attitude, how I like being in an argument. Then the other day I was about to argue with my friend and this time I thought – what's the point? It's really changed my attitude, made me see I could be good at something. That I could be the one who changes stuff. Get serious about peer mediation, really make it happen. You feel special because we're going to get something done."

Year 9 student

...gaining new skills, a fresh way to work

"It was very positive – inspiring, interesting, and informative. Really thinking outside the box. I work with children with behaviour issues – in trouble, late, absent. It's a barrier to learning, and the trainers have given me another way to work. It's given me a lot more new skills – like mediating between 2 parties – and enhanced my existing ones. I'll be an advocate for the scheme, helping the young people to empower themselves. And I'd definitely delegate some of the work to young mediators – I'd trust them completely."

Learning Support Unit Manager

...growing in confidence, making a difference

"I've got more confidence and will stop and talk to people – my communication skills are better. Sometimes it's a bit long and slow and pupils don't want to be mediated, but I'm really excited, I'm going to get something done. I'm really enthusiastic now and I wasn't before. But now I can get involved and really do something."

Year 9 student



Tiffany's story

Tiffany rarely attends school, and is experiencing some very difficult times at the moment. Her teacher is surprised – and delighted – that Tiffany completes the course. She engages and participates really well throughout the 2 days, and to everyone's amazement signs up to take part in the 5-day training to become a peer mediator. Her feedback brims with her new enthusiasm.

"Well I like the course v. much because I have been going through a ruff patch and I had just cum back into school and I didn't know wt I was going to be doing so thank you."

Nqobile's story

Nqobile speaks very little English and mainly communicates through her friend. Working in a small group, one day she makes a suggestion for a word-storm that the group are doing. One of her classmates says *"Wow. That's the first time I've ever heard her speak"*.

A tiny step, a mighty leap. A deep footprint. Nqobile takes her new-found confidence back with her into the classroom. Aiming higher. Reaching further.

Your story

To find out how we can be part of your story, contact:

Anju Virdee

Tel: 020 7561 3700 / 0113 234 1287

Email: anju.virdee@leapconfrontingconflict.org.uk



*"Leap worked with us 15 years ago and I'm so glad they are back.
We have fostered their way of working with young people."
Assistant Head*



Leap Confronting Conflict

Leap is one of the UK's leading experts in youth and conflict.

For twenty-two years, Leap has run lively, engaging, challenging group work programmes and training, exploring the causes and effects of conflict, and teaching techniques for managing it creatively.

Leap works directly with young people – in schools, in communities, on urban estates, with young people involved in gangs. Many programmes are accredited by the Open College Network.

Leap works with frontline professionals engaged with young people.

Leap runs training courses for adults, accredited by Leeds Metropolitan University through the Leap Academy.

Leap offers specially tailored training and consultancy to teams and organisations.

Leap publishes high-quality, innovative, easy to use manuals and resources.

Leap believes that conflict is inevitable in the lives of young people. But it doesn't have to be destructive. It can be the force to create change.

For us young people are not the problem. They are the solution.

Leap Confronting Conflict, Wells House, (Unit7), 5-7 Wells Terrace, Finsbury Park, London, N4 3JU, 020 7561 3700

Leap Confronting Conflict, Suite D14, Joseph's Well, Hanover Walk, Westgate, Leeds, LS3 1AB, 0113 234 1287

Registered Charity Number: 1072376 Registered Company Number: 3628271

Website: www.leapconfrontingconflict.org.uk

Email: info@leapconfrontingconflict.org.uk





Pathfinder Youth Project Background Information

Leap Confronting Conflict was one of 5 organisations was awarded Pathfinder status from the government's Youth Sector Development Fund (DCSF).

The funding is aimed at both expanding our reach to disadvantaged young people and also replicating our tried and tested youth programmes to achieve far more impact.

Leap's 'Pathfinder Youth Project' has therefore taken 2 of our best and proven programmes

- Quarrel Shop training and volunteering programme for 16-21yrs and
- Schools programme with peer mediation focus

The project is working closely with partner organisations (schools and community groups/youth services) in identified areas in both London and Yorkshire.

We believe that young people who are given the tools and skills in mediation or conflict resolution practice are more than able to cope with conflict in their own lives, and help and influence their peers. *Leap* has a history of training young people to become peer trainers and mediators, thus cascading knowledge and skills and creating positive role models.

Quarrel Shop targets young people between the ages of 16 – 21 and delivers a 6 month training programme (with optional accreditation), consisting of conflict theory and practice unit, peer mediation theory and practice unit, and design and facilitation of workshops unit with a significant element of self-development .

On completion of the course participants are able to deliver basic conflict resolution workshops to peers and adults in the community and have the opportunity to continue working with *Leap* in a voluntary capacity, building their knowledge and expertise in this specialised area.

Leap also aims to employ two apprentices from Quarrel Shop cohorts each year.

Delivery

The 'Pathfinder Youth Project' continues to establish Peer Mediation training and Quarrel Shop training in clusters of schools and youth centres on a rolling basis making maximum impact in areas of need each year.

Schools work offers a peer mediation training programme to a cluster of schools in an identified town or area, with help to set up a mediation project and training and support for the teachers. Evidence has demonstrated that given the opportunity, well trained mediators can stop the escalation of conflict found in most schools by addressing everyday underlying issues.

The project trains year 9 students and teachers in a conflict resolution programme, and then select up to 20 young people from the year group to further develop their skills by undergoing a five day accredited peer mediation training course.

The Project also works with community based organisations on Quarrel Shop projects, to train young people to become role models and peer workers. This promotes longer term benefits of having skilled young people in diverse communities. We are working closely in local partnerships, delivering training to the professionals as well as the young people to ensure sustainability and encouraging participants to achieve a national award and go on to volunteer in their area. This is the model we use in our existing London Quarrel Shop programmes.

Structure

The Pathfinder Youth Project has two delivery teams, one based in Leeds and the other in London. There is an overall Project Manager (this role) and, a Team Leader and two Delivery Workers in each area, supported by Leap freelance trainers and young apprentices and volunteers as needed.

Follow up support and sustainability

Leap's national 'PeerLink' project offers a membership network to peer mediators, and peer workers. National and regional young steering group members help lead and deliver the project. Training opportunities at national and regional events, regular newsletters, an interactive website, resources and a national conference and annual awards are all offered. This helps sustain young peer workers in their roles and supports the development of their skills.

***Leap's* vision is a nation of young people constructively managing conflict in their communities.**

LEAP EQUAL OPPORTUNITIES POLICY

Leap Confronting Conflict is actively committed to developing equal opportunities in all aspects of our work.

Leap recognises that both individual and institutional discrimination exist and are experienced by many groups, adversely affecting the quality of their lives. Leap is committed to providing services and resources to all sections of the community, regardless of age, race, class, gender, physical ability, marital status, sexuality, and in this light we aim to welcome a diversity of participants in all our undertakings recognising that everyone has unique gifts to bring.

Leap aims to be an equal opportunities employer and will ensure that no job applicant or any employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, age, gender, marital status, sexual orientation or physical ability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Leap aims that all employee will be given equal treatment in terms of conditions of work, training and promotion. We will offer equal salary for the same post irrespective of race, gender, age, physical ability or marital status.

Leap aims to express positive and comprehensive images of our human variety in the publications and materials that we both produce and use. We are also conscious of the need for every member of staff and for members of all the Leap Committees to be instrumental in enveloping this policy through training and monitoring.

Reporting

This policy is annually reviewed at our annual general meeting on a report made by the Chief Executive.

The Chief Executive reviews each recruitment and reports to the Leap Board of Trustees after any new staff member has been employed giving a breakdown of sources and means of advertisement, range of applicants (sex, race and disability), short listing and interview procedures, so that we can ensure that individuals are selected and treated on the basis of their relevant merits and abilities.

The Leap Project Workers will make a similar report to the Leap Programme Manger after selection of participants for each of Leap's projects. Leap will make every effort within the limits of staff time, to recruit a group with a balance of participants, in the spirit of the second paragraph of this Policy, and on placements to reach a wide range of individuals and groups.

December 2005



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Our Activities include:

Youth Programmes

The Leap Academy of Youth and Conflict

Training and Consultancy for
Organisations, Teams and Services



Declaration of Criminal Record Form



STRICTLY CONFIDENTIAL – FOR ATTENTION OF CHIEF EXECUTIVE

Applicant Family Name:

Applicant First Name(s):

As stated on the application form, because the post involves working with young people, you are required to disclose details of any criminal record.

Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position. If you have declared a conviction and we believe this to have a bearing on the requirements of the post, we will discuss the matter with you at the interview. If we do not raise the record with you, it is because we have taken the view that it should not be taken into account in deciding your suitability for the post. If you require further information or have any concerns about filling in this declaration, please contact **Jenny Rogers** on 020 7561 3700

- 1. Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? (The post you have applied for is excepted from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed.)**

Yes No

If yes, please give details of offences, penalties and dates. (Please use an additional sheet if required).

- 2. Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?**

Yes No

If yes, please give details. (Please use an additional sheet if required).

My existing CRB reference number is: _____

I do not have an existing CRB reference and I understand that Leap Confronting Conflict will carry out an enhanced disclosure check. Please tick box.

Signed: _____ Date: _____

Please return this form in the enclosed envelope with your application form. Any information you give is confidential, kept securely and will be destroyed within 6 months.



LEAP CONFRONTING CONFLICT POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS



As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, **Leap Confronting Conflict and CF Appointments comply fully with the CRB Code of Practice and undertakes to treat all applicants** for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Leap Confronting conflict is committed to the fair treatment of staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.

All staff working at Leap Confronting Conflict with young people are asked for an Enhanced Disclosure Form. Leap Confronting Conflict meets the cost of this check. For those positions where a Disclosure is required, all application form, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, **we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential, cover to a designated person within Leap Confronting Conflict and we guarantee that this information is only to be seen by those who need to see it as part of the recruitment process.**

Unless the nature of the position allows Leap Confronting Conflict/CF Appointments to ask questions about your entire criminal record we only ask about "unspent" criminal convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Leap Confronting Conflict who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available upon request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.