

Family and Young Persons' Support Officer Job Description, Person Specification, and Application Form

FAR COTTON AND DELAPRE COMMUNITY COUNCIL

Who we are and what we do

Far Cotton and Delapre Community Council is a parish council in Northamptonshire serving the area of Far Cotton and Delapre.

The council was formed on 1 April 2020. The first elections took place in May 2021, and the most recent election in May 2025. There are twelve councillors on the Community Council.

Over the past 4 years, the council has established itself and currently runs a number of services including:

- Quarterly newsletter delivered to every household
- Comments on every planning application for the area
- Owns the allotment sites at Pleydell Gardens and Mereway
- Operates a small grant scheme
- Organises and attends community events
- Supports crime awareness, prevention, events and initiatives
- Speed reduction initiatives, including taking part in community speed watch and operating vehicle activated signs
- Environmental projects, including tree planting and supporting community litter picks
- Local displays for In Bloom, Christmas, and Remembrance Sunday
- Bi-Monthly Residents Forums
- Community project to improve flood prevention in the area.
- A weekly term-time Stay and Play group for children under 5 and their families
- A fortnightly Men's Breakfast Club
- A Summer Programme of free, local events and activities for school-aged children
- Creating a Neighbourhood Plan

The council has ambitious plans, including taking on the lease for The Lodge at Delapre Abbey to provide a community hub and facilitate a regular youth club for the young people in our community.

JOB DESCRIPTION

Details of the job	
Post Title	Family and young persons support officer
Hours	Part-time 4 hours per work (to include 2.5 hours every Thursday morning) .
Salary	Hourly rate £12.65 per hour
Scale	4-5 National Joint Council
Location	Delapre Abbey, London Road, Northampton
Reports to	Clerk
Other	This post is subject to a clear enhanced DBS check (This will be arranged by the community council when a job offer is made)

Overall purpose of the post

- To deliver and plan Stay and Play session for Far Cotton and Delapre Community Council.
- To support other council projects on an ad-hoc basis such as the summer programme.

Responsibilities

- To plan a programme of weekly themes for the Stay and Play Group and communicate which materials are needed for the following week
- To set up and pack down the Stay and Play equipment each week
- To help serve refreshments
- To lead singing and story time at the end of each session.
- The opportunity to support other child-based services the community Council offers on an ad-hoc basis.

Person Specification

Criteria	Essential /Desirable
----------	-------------------------

Education and Qualifications

1	GCSE Maths and English level 4 or higher. (Or equivalent)	Desirable
2	Current driving license and access to a vehicle	Desirable

Experience and Knowledge

3	Experience working with young children (0-5 years) in a playgroup, nursery or early years setting.	Desirable
4	Ability to plan and lead creative, engaging sessions (e.g. crafts, sensory play, storytelling)	Essential
5	Awareness of safeguarding and child protection practices.	Essential
6	A good understanding of the Early Years Foundation Stage (EYFS) framework.	Desirable
7	Experience working in a community or voluntary sector setting	Desirable

Personal

8	Has a positive and enthusiastic attitude and shows initiative within the role.	Essential
---	--	-----------

Abilities and Skills

9	Strong interpersonal and communication skills with both adults and children.	Essential
---	--	-----------

10	Organised and self-motivated, with the ability to work independently	Essential
11	Willingness to undertake training to support role development.	Essential

Equal Opportunities

12	The ability to demonstrate awareness and understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	Essential
-----------	---	-----------

FAR COTTON AND DELAPRE COMMUNITY COUNCIL
Application Form



Position: Family and Young Persons Support Officer

Personal Details

Surname:	First Name(s):
Address:	Contact phone no:
Email:	Preferred method of contact: Email <input type="checkbox"/> Phone <input type="checkbox"/>

Education, Training and Qualifications

Educational Establishment / Certificate / Qualification (Please continue on a separate sheet if necessary.)	Grade	Date

Current / Most Recent Employment (this may include voluntary work)

Employer and Address:	
Job Title:	
Date Appointed:	Present Salary: Salary grade if in local government:
Brief description of duties and responsibilities: (Please continue on a separate sheet if necessary.)	
Reason for leaving/wanting to leave:	
Length of notice required:	Date of leaving (if applicable):

FAR COTTON AND DELAPRE COMMUNITY COUNCIL

Application Form

Position: Family and Young Persons Support Officer



Previous Employment

Employer	Position	Salary	Dates	Reason for leaving

Summary

Please describe the skills, qualities and experience, including any volunteer roles you would bring to the role, together with your reasons for applying, and provide any other information that may assist your application. (Please refer to the job description.)
(Please continue on a separate sheet if necessary.)

FAR COTTON AND DELAPRE COMMUNITY COUNCIL

Application Form

Position: Family and Young Persons Support Officer



References

Please give names and addresses of two referees, one personal and one employer/volunteering

Referee 1: Can they be contacted prior to interview? Yes ☐ No ☐

Name:

Position:

Address and email address:

Phone Number:

Referee 2: Can they be contacted prior to interview? Yes ☐ No ☐

Name:

Position:

Address and email address:

Phone Number:

Additional Information

Are you related to a councillor or a member of staff? Yes ☐ No ☐ (If yes, please give details)

Right to work in the UK

Do you need a work permit to work in the UK? Yes ☐ No ☐

FAR COTTON AND DELAPRE COMMUNITY COUNCIL

Application Form

Position: Family and Young Persons Support Officer



Interview arrangements and availability

If you have a disability, please let us know if there are any reasonable adjustments we can make to help you with your application, or with our recruitment process.

Are there any dates when you will not be available for interview?

I declare that the information I have given on this form is to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to Far Cotton and Delapre Community Council to process the data supplied on this application form for the purpose of recruitment and selection.

Signed:

Date:

Email: Kate Houlihan: clerk@farcottonanddelapre-cc.gov.uk

Post to:

**Kate Houlihan
Far Cotton and Delapre Community Council
Delapre Abbey
London Road
NN4 8AW**

Closing date for applications is 31 August 2025, 5pm

We may close applications early if there is a high level of interest in this post.