



## **SALTASH TOWN COUNCIL**

### **Delivery of Professional Youth Work in Saltash**

Saltash Town Council has budgeted <INSERT> for the provision of professional youth work services in Saltash.

The Town Council is inviting proposals from suitable organisations for the partial or whole delivery of this service. Each organisation commissioned will be expected to work in partnership with other agencies, including Saltash Community School, Police, Housing (inc. ASB Officer), CAMHS, Youth Offending Team, Targeted Youth Support and Saltash Youth Council.

#### **Outline Specification**

1. Service is to support young people resident in the Saltash area and to be focused on those who are in particular need of help.
2. Service to include 30 detached youth work sessions. Detached youth work to include actively seeking to identify and provide support to young people not engaging with youth services.
3. Service to include at least two nights a week open access youth provision.
4. Service to provide single issue work with groups of young people depending on issues identified by Saltash Team for Youth.
5. All delivery to be led by professionally qualified (JNC) youth workers.
6. All youth workers, youth support workers and volunteers to receive professional supervision.
7. Delivery agency(ies) to have all relevant policies and procedures in place to ensure the protection of all young people they work with.
8. All staff and volunteers to be subject to enhanced DBS checks.
9. Delivery agency(ies) to implement mechanisms for young people to guide service delivery.
10. Delivery agency(ies) to secure match funding equal to the amount received from Saltash Town Council.

## Measuring the Service Performance

Delivery agencies will be required to record and report the following outputs/outcomes:

1. Number of detached youth work sessions run.
2. Number of open access sessions run.
3. Number of single-issue programmes run.
4. Number of young people engaged with (defined as 3 or more hours of engagement).
5. Number of young people receiving individual or group support.
6. Number of young people helped into or back into education, training or work.
7. Number of young people with measurable distance travelled.
8. Number of young people referred to youth workers from other organisations (e.g. school/college/police/etc.).
9. Number of volunteer support worker hours.
10. Match funding secured.

## How to apply

Interested organisations should send their bid proposal to the Assistant Town Clerk at the address below by **<INSERT TIME AND DATE>**

### Proposals should address:

1. The requirements of the specification.
2. What elements of the service the organisation proposes to deliver.
3. How much the organisation is asking for.
4. The organisation's ability to deliver the service in Saltash.

Also, please include the following policies, insurances and accounts:

### Policies:

1. Safeguarding Policy.
2. Policy & guidelines for good youth work practice.
3. Health & Safety Policy.
4. Data Protection Policy.
5. Equal Opportunities Policy.

### Insurances:

1. Employers liability.
2. Public liability.
3. Professional indemnity.

### Accounts:

1. A copy of the latest year's accounts.

Bid proposals must be returned in a stamped envelope (non-company franked), unmarked by any logos or franking machine print relating to the identity of the bidder, other than to state "Saltash Professional Youth Work Bid Proposal".

**To:**

Assistant Town Clerk  
Saltash Town Council  
The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX

Or email [tenders@saltash.gov.uk](mailto:tenders@saltash.gov.uk)

**Enquiries**

If you have any questions they should be addressed to the Assistant Town Clerk and sent by e-mail to [tenders@saltash.gov.uk](mailto:tenders@saltash.gov.uk)

Please note that all questions and answers will be made available to every organisation that has expressed an interest.