

# FRESH FUTURES

Improving lives, inspiring change



## CANDIDATE PACK

[www.freshfutures.org.uk](http://www.freshfutures.org.uk)

01484 519988

#freshfutures






# FRESH FUTURES CANDIDATE PACK

If you're reading this, it's because you're interested in applying for a role here at Fresh Futures. To help you learn a little more about us, and help you prepare for your application, we have put together this candidate pack. It includes all the key information you will need and will hopefully answers some of your important questions before we meet you.

This pack includes:

- Welcome letter from Mark Farmer, our Chief Executive
- Who are Fresh Futures?
- Explanation of our services
- Why work with Fresh Futures? The team, our culture, values, and benefits
- Our Locations
- The Application Process
- Application FAQs

Other resources you may want to look at are:

- Our website: <https://freshfutures.org.uk/>
- Our social media pages:
  -  [freshfutures\\_charity](#)
  -  [FreshFutures](#)
  -  [FreshFutures](#)
  -  [freshfutures](#)
  -  [FreshFutures](#)

## WELCOME FROM THE CHIEF EXECUTIVE



Hi there,

Thank you for your interest in joining our highly successful, hardworking, creative, and friendly team at Fresh Futures.

Fresh Futures is a regional charity that has been pioneering better support for young people with projects and services within Kirklees and surrounding areas since 1974. We provide a variety of services to support disadvantaged and vulnerable children, young people, and their families, to improve their opportunities in life and help them overcome challenges and disadvantages. An important part of our service is our Alternative Provision Brian Jackson College, founded as an independent school in 2005, and rated GOOD by Ofsted.

Our aim is to **improve lives and inspire change** in as many ways as we can, through our four interwoven strands of work - Education, Health & Wellbeing, Employability & Skills, and Relationships, we exist to make a real difference in our local communities to drive equality of opportunity and social justice.

If you are ambitious and passionate about changing lives and want to be part of our vision, we would love to hear from you. When you work for Fresh Futures, it's much more than just a job. If you're motivated, compassionate, and are driven by a desire to make a difference, you'll fit right in.

If you would like an informal discussion ahead of submitting your application, please feel free to contact us and ask to speak to the Recruiting Manager for the vacancy you are interested in applying for.

Once again thank you for your interest in working at Fresh Futures. We hope this candidate pack is useful material and reinforces your desire to join the team. We look forward to receiving your application and possibly working with you in the future.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'M. Farmer'.

Mark Farmer  
**Chief Executive**

# WHO ARE FRESH FUTURES?

## IMPROVING LIVES & INSPIRING CHANGE

Fresh Futures is a regional charity that works with vulnerable and disadvantaged children, young people, and their families within Kirklees and surrounding areas.

We aim to 'Improve lives and inspire change' and this is at the heart of everything we do.

Established in 1974, our far-reaching heritage means we have the skills, expertise, and reputation to drive equality and social justice forward - and this is something we're extremely proud of. We're ingrained in our diverse communities and, as a result, *truly* understand the needs of the children, young people, and families within them.

Our services do not stand in isolation but are interconnected - working together with our communities and external organisations to remove barriers and help children (under 18 years-old) and young people (under 26 years-old) in Kirklees and surrounding areas to have a brighter future.

Our four-interlocking strands of work have a direct or indirect impact on the children, young people and families within our community, and they are:

Alongside our alternative non-mainstream educational provisions, we also deliver a range of services that educate, guide, and support families.



Education Services



Health & Wellbeing

We offer health, nutrition, safety, and wellbeing support to families who are in need.

We provide ready-for-work support and personal development opportunities for families.



Employability Services



Healthy Relationships

We offer a range of services that help the people we support to build and sustain healthy, positive, safe, and respectful relationships.

We provide early interventions and medium to longer-term support for children and those in a child's circle of influence who are facing challenges with their social, emotional, and mental health - meaning we're experts in dealing with the difficult everyday issues they face.



We listen, we respect, we include, we empower, we care. Through the work that we do, we aim to make a positive and lasting difference for the people we support.

At Fresh Futures, we don't solely meet the needs of our community, we help to positively impact the lives of others by shaping the conversation, influencing the agenda, and demonstrating thought leadership in our areas of expertise.

For more information on our history, please feel free to look at our website: <https://freshfutures.org.uk/about-us/our-history/>

## OUR SERVICES

Today, we have a wide range of services, including:

### OUR EDUCATION SERVICES



Fresh Futures operates two alternative provision colleges that welcome pupils aged between 13 and 18 who have found that mainstream education isn't for them and are facing exclusion. Brian Jackson College, located in Huddersfield and Heckmondwike, is committed to providing a nurturing and practical learning environment for young people with social, emotional and mental health difficulties, as well as supporting them on their journey to academic achievement.

Our Post 16 alternative provision is designed to support pupils in achieving their full potential through a tailored and holistic approach.

Rated GOOD by Ofsted, our colleges aim to inspire all our pupils to be motivated and successful citizens, equipped to meet the challenges of today and tomorrow. We have created a positive environment that offers a fresh start and encourages and promotes pupils' academic, social, moral, spiritual and cultural learning.

***"Everyone is known as an individual and pupils' diverse backgrounds and heritage are truly valued."***

We pride ourselves on our nurturing ethos, taking a supportive attitude across the board and considering all our pupils holistically. Each of our pupils have different and unique needs, which need tailored support. Our focus is on praise for actions, behaviours, relationships and completed work.

Support is provided through:

- SENCO (Special Educational Needs Coordinator)
- Nurture/ Enrichment specific sessions
- Using and applying Boxall profiling and nurture principles
- Bespoke EHCPs (education health and care plan)
- Curriculum mix of academic and vocational courses.
- Extracurricular activities, including outdoor activities.

We work closely with external agencies and have strong and productive relationships with them to safeguard our pupils. We see the importance of connecting with external agencies particularly around relevant and current issues in the local community that impact our pupils.

Our facilities across our sites include:

- 12 classrooms
- SEAL (social and emotional aspects of learning) areas
- Nurture rooms (for time outs)
- Food technology room
- Hair and beauty salon
- Vocational bays for mechanics, construction, and joinery
- Dining areas

We also work with other educational partners who provide external access to additional vocational facilities.

## **OUR CHILDREN & FAMILY SERVICES**

Children are at the heart of everything we do, and we deliver a wide range of programmes through our Children & Family Services that help to support the health and wellbeing of children and their families.

The programmes are designed to tackle a range of social issues faced by the community we service, which include loneliness and isolation, parenting and family breakdown, domestic abuse, unemployment, health, and wellbeing.

We have a highly skilled and passionate team who pride themselves on their care, compassion, and ability to provide opportunity for change. The services provided include:

### **Family Time**

This service supports families in child contact matters, and re-establishing relationships following breakdown in relationships. Support can be offered to families where there are safeguarding concerns for children or members of the family.

We support rebuilding relationships and forming positive co-parent relationships.



### **Community Anchor**

The Community Anchor Service exists to provide support to local groups and provisions in line with community needs in North Kirklees. Working alongside local Primary Care Networks and the local authority, we identify needs, create provisions to tackle needs, and nurture existing groups and provisions to support with the identified needs. Our network of community organisations and mutual aid groups are working with us and our partners from the local authority, health and third sector organisations to directly focus on how we can better support our local communities.

### **Community Friends**

We provide support for adults who may be experiencing isolation and loneliness or a limited social life. It is a free service which aims to encourage people to be more socially active and to build happier and stronger relationships. Our Community Friends Volunteers visit people weekly in their own home, for company and conversation and to encourage opportunities to be more socially/physically active where possible.

## **Elevate**

Elevate is our young adult's service for those aged 18-26 and living in Kirklees. It aims to develop confidence, self-esteem and social skills, with particular focus on empowering those struggling to find employment or further education opportunities. We work with our young people to co-create different support pathways.



## **The Employability Programme**

Our innovative Employability Programme helps young people in Kirklees aged 18-26 get employment ready. Over the course of one week, our attendees get equipped with skills, experience and understanding to help them feel confident when applying for a job.

The programme includes volunteering opportunities and follow up drop-in sessions with tailored employability support.

## **Healthy Start**

Our Healthy Start service is designed to provide financial help to improve nutrition of families receiving certain benefits and mothers under 18 years of age. Qualifying pregnant women and families with young children are provided with vouchers which can be used to buy milk, fresh fruit and vegetables, infant formula, and vitamins.

Our Community Champions also offer wider support to external organisations and community groups that are already working with the most in-need families to help them access the Healthy Start Scheme and its benefits, including free vitamin supplements.



## **Safety in the Home**

We provide child safety equipment within the homes of eligible families within Kirklees. Safety support and advice is also offered to ensure that children of Kirklees grow up in safe environments and the early childhood accidents are avoided where possible.

## **INCOME AND ENGAGEMENT**

As a registered charity, Fresh Futures relies on the generosity of others to raise awareness and the funds that are needed to continue to deliver our services. The Income & Engagement team works closely with our charity funders, supporters, and partners. The team also manages the marketing and communications across Fresh Futures that help to raise the profile of the charity and provide regular updates on our work.

Volunteer management also sits within the Income and Engagement team, and we offer a diverse range of volunteering opportunities from office-based work, through to working in our Family Service or supporting the delivery of events and campaigns.

## OUR SUPPORT SERVICES

### Finance, HR, Building Services & IT

We provide the services needed to ensure the frontline services at Fresh Futures can operate at their best.

This involves four distinct arms:

- **Finance**, where all aspects of banking, payroll and accounting is taken care of.
- **Human Resources (HR)** supports all departments to manage their people, implement our policies and procedures and promote our organisational culture and values.
- **Building Services** operates, maintains, and runs all our properties. We are responsible for a property portfolio worth £2 million, consisting of 2 college premises, Brian Jackson House, and Jo Cox House. Our Building Services team also generate revenue through room hire, and the day-to-day and longer-term maintenance and operation of all properties, both for Fresh Futures and our tenants.
- **Information Technology (IT)** third party responsibility for the troubleshooting and maintenance of all communication networks and systems across the charity. This includes the safeguarding of all electronically stored data and information.

## WHY WORK AT FRESH FUTURES?

When you work for Fresh Futures, it's much more than just a job. Everyone who works for us is motivated, has a kind heart, and is driven by the passion to make a difference. We all share the same vision, i.e. **for a world where all young people have opportunities for a better life, now and in the future.**

So, why work for us? Because:

- We care
- We empower
- We enable
- We support
- We educate
- We listen
- We nurture
- We inspire
- We are inclusive
- We are here

## OUR CULTURE



**At Fresh Futures, we have a fantastic culture that we are incredibly proud of.** We value our employees and the incredible work they do to improve lives and inspire change. Our culture promotes development and diversification across all departments, from front-line service workers to in-house administration.

Everyone is welcome! Diversity and Inclusion has always been at the heart of charity. It is embedded in our values, and we treat people how they want to be treated.

We are committed to promoting democracy; respect for different beliefs and religions; universal rights for all; freedom of speech.



## OUR VALUES

Our values underpin our whole ethos and everything we do as a charity.



### INCLUSIVE

We make sure that everyone from all communities can access our services easily



### EMPOWERING

We empower and support everyone to make a positive difference in their own lives



### CARING

We put the well-being of our staff volunteers and service users at the heart of everything we do.



### TRUSTED

We do what we say we are going to do for our clients, customers partners and funders. We respect personal and sensitive information and keep it confidential.



### APPROACHABLE

We are a friendly and open organisation who listens to the views of the people we work with.

## OUR CHARITABLE OBJECTIVES

To support disadvantaged and vulnerable children, young people and their families by providing advice and assistance and organising programmes of educational, physical, and other activities as a means of:

- Advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature, and responsible individuals;
- Advancing in education;
- Relieving unemployment;
- Improving the health and wellbeing of children and young people;
- Promoting positive, meaningful, and healthy relationships;
- Providing recreational and leisure time activity in the interests of social welfare for people who have a need by reason of their youth, age, infirmity or disability, poverty, or social and economic circumstances with a view to improving the conditions of life of such persons.

## OUR PEOPLE

Fresh Futures is made up of over 110 incredible employees as well as over 200 wonderful volunteers. Meet some of our team that make up the Fresh Futures family by visiting

<https://freshfutures.org.uk/our-people/>



## Leadership

Our senior leaders are wholeheartedly committed to the charity and our cause and are the cogs that keep the charity moving. They are:



They are committed to visibility and transparency, managing the day-to-day activities whilst working alongside the service managers of all departments. They work hard to deliver our organisational objectives, research and develop strategy and ideas and work closely with the Board of Trustees - all to ensure the charity continues to thrive and truly make a difference in the local communities we serve.

## BENEFITS OF WORKING WITH US

As a children and family focussed charity, our work ethos and work benefits reflect this. These include:

- ✔ **Flexible working patterns** tailored to every individual, including blended working and flexi-hours wherever possible.
- ✔ **Real Living Wage Employer** with a fair and comprehensive pay structure.
- ✔ **Pension contributions** plus free, confidential pension and financial advice from an external company.
- ✔ Bi-annual staff **thank you events**, plus other, in-house events.
- ✔ **Enhanced** Maternity, Paternity and Adoption packages
- ✔ An **Employee Forum** that meets quarterly to discuss further improvements to the quality of work.
- ✔ **Great opportunities for progression** that have seen most of our long-serving staff develop their roles into higher positions.
- ✔ **Free 24/7 access to an Employee Assistance Programme** that provides our employees and their immediate families with professional counselling and advice in a large range of topics.
- ✔ A **friendly, warm, and safe working environment**, with up-to-date equipment ensuring you can work as efficiently as possible.
- ✔ A **flat hierarchical structure**, where every voice is important.
- ✔ Length of **service recognition** awards
- ✔ **Considerate management of all faith days** that fall outside of Bank Holidays We are a big, iconic, and recognisable charity, but with a workforce of just over 100 people. Our flat hierarchical structure, where every voice is heard, gives us a close-knit, family.
- ✔ **Bike2Work Scheme**

Further information about our benefits can be seen in our benefits booklet, accessed here: [https://issuu.com/yorkshirechildrenscentre/docs/e-book - fresh futures benefits](https://issuu.com/yorkshirechildrenscentre/docs/e-book-fresh-futures-benefits)

## DON'T JUST TAKE OUR WORD FOR IT

We asked our team why they love and enjoy working for Fresh Futures. Their responses included:



It's busy, varied, rewarding and people focused

It's a privilege to be part of a young person's journey

Helping to match volunteers with clients to create strong friendships shows us the importance of what we do



We're like a family

And our pupils at Brian Jackson College, had this to say:



It's like a family here!

It's different to mainstream school, it's a second chance.

The staff are really kind.

We get to do fun stuff!





## OUR LOCATIONS

Fresh Futures operates from 4 premises across Huddersfield, Heckmondwike and Batley.



### Brian Jackson House

Brian Jackson House,  
2 New North Parade,  
Huddersfield,  
HD1 5JP



### Jo Cox House

Jo Cox House,  
90 Commercial Street,  
Batley,  
WF17 5DS



### Brian Jackson College

Wellington House,  
Lincoln Street,  
Huddersfield,  
HD1 6RX



### Brian Jackson College

Vision House,  
High Street,  
Heckmondwike,  
WF16 0AD



## HOW TO APPLY FOR A ROLE AT FRESH FUTURES

From everything you've read above, we hope you'll agree we're a great place to work. So, how do you apply for the vacancy? The simple answer is: **complete and return the application form!**

As an inclusive employer, we believe an application form is the most appropriate method to apply for one of our roles and we encourage applications from everyone. This means that we do not accept CVs without a completed application form.

**If you do not have a copy of the application form and associated documents, please download them by visiting <https://freshfutures.org.uk/get-involved/work-with-us/>**

### **Making the most of your application**

We recommend you read the relevant advert, job and person specification carefully before you begin to complete the application form. This information will be your guide in helping you provide us with the information we require to assess if your skills and experience is suitable.

Where possible always provide examples of how your skills and experience match the requirements of the post.

### **Support**

Should you require any reasonable adjustments or support in applying for a role, please contact us and ask to speak with the relevant Recruiting Manager to discuss how we can help.

### **Application Checklist**

Please only submit your application to us if it meets the following criteria:

- ✔ A fully completed application form that is accurate and a true reflection.
- ✔ Ensure you have checked over the application to make sure you have covered everything and there are no questions left unanswered.
- ✔ Information about any gaps in your employment or education.
- ✔ Includes 2 referees, one of which must be your current or most recent employer. Please provide their names, email addresses and daytime contact numbers.
- ✔ A signature in the declaration box.
- ✔ Provided to us no later than 12noon on the close date specified.

Applications forms not fully completed, signed or where gaps in employment/education have not been provided, will not be considered. Nor will CVs submitted without an application form or applications received past the closing date. Applications via agencies will also not be accepted.

## APPLICATION FAQS

### **What references do I need to give and when?**

As part of the offer process, we will need to have the contact details for two referees. Whilst we don't need to have two satisfactory references before you start work, we will need to receive them before your probation period ends. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record, and (as appropriate) potential suitability to work with children and/ or vulnerable adults. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies, or relevant issues as part of the recruitment verification process. If we do not receive satisfactory references, we may need to end your probation period and therefore your employment.

### **What does the selection process look like?**

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions may be asked to assess your suitability to work with children

and vulnerable adults, based on the role you are applying for Fresh Futures are committed to safeguarding and promoting the wellbeing of all children and vulnerable adults. We expect all employees and volunteers to share this commitment.

Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the HR Administrator if you need to discuss this in detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

### **Will you need to see proof of my qualifications and identity?**

All shortlisted candidates will be asked to bring original certificates of relevant qualifications and identity documents to the interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies for the successful candidate will be retained on their personnel file. The copies for unsuccessful candidates will be treated in accordance with our Data Protection Policy for Recruitment Candidates and disposed of appropriately.

### **When will I need to prove I have the right to work in the UK?**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. We will ask for proof of this at the interview stage. You will be asked to bring original documentation, including photographic proof of ID, to the interview.

This would include:

Passport (current or expired)

Passport, visa, and biometric resident card

Passport and EU settlement scheme registration documentation (e.g., share code)

If you have any queries about what ID to bring, please ask us and we can clarify.

### **Will I need an enhanced DBS check?**

Some roles at Fresh Futures require either a Standard or Enhanced DBS check to be completed with the Disclosure & Barring Service. If you have any questions about this or what information you need to provide as part of the DBS check process, please let us know.

### **Will I need to complete a Health Questionnaire?**

No candidate will be required to complete an Occupational Health Medical Questionnaire prior to appointment. The selected candidate is encouraged to complete one as part of their new starter pack to enable us to consider reasonable adjustments to working environment, if required and appropriate. This should be completed after offer and prior to starting and is particularly important in teaching roles.

### **What will Continuous Professional Development look like?**

Fresh Futures is committed to developing all its employees. All new starters are inducted into our community to enable new colleagues to become familiar with the culture of Fresh Futures and its policies, expectations, and procedures.

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Best of luck with your application.  
We look forward to hearing from you.

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Brian Jackson House  
New North Parade  
Huddersfield  
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Charity Number 288125

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