



Youth Work in Littlehampton

Littlehampton Town Council has budgeted £55,000 per annum for the provision of youth work services within the parish of Littlehampton for the three year period from September 2023 to September 2026. An existing staff team is already in place and would be expected to be employed by the new delivery agency via Transfer of Undertakings (Protection of Employment) regulations (TUPE) and retain their current conditions and rate of pay.

The Town Council is inviting proposals from suitable organisations for the entire delivery of this service.

Outline Specification:

1. Service is to support young people resident in the Littlehampton area.
2. Service to include school holiday outreach/detached youth work sessions. Outreach to include actively seeking to identify and provide support to young people not engaging with youth services and not causing trouble but still in need of support.
3. Service to include at least four sessions a week of open access youth provision including weekends.
4. Delivery to be led by professionally qualified (JNC) youth workers.
5. All youth workers, youth support workers and volunteers to receive professional supervision.
6. The delivery agency must have all relevant policies and procedures in place to ensure the protection of all young people they work with.
7. All staff and volunteers to be subject to enhanced DBS checks.
8. Delivery agency to implement mechanisms for young people to guide service delivery.
9. The delivery agency must have a proven track record of delivering youth services.
10. Currently three youth sessions a week are delivered from the Keystone Centre in Eldon Way, Wick. The Town Council is currently building a new youth and community centre on the opposite side of the road and expects these youth sessions to be transferred and delivered out of the new centre. This is expected to be completed in November 2023.
11. The Town Council is also working on plans to build a new community centre in North Littlehampton at Hampton Park. Should this be completed within the time frame of this contract the Town Council would like to explore providing youth services from this centre.

Measuring the Service Performance:

The delivery agency will be required to record and report the following outputs/outcomes:

1. No. of outreach sessions run
2. No. of open access youth sessions run
3. No. of young people engaged with (defined as 3 or more hours of engagement) including ages and gender
4. No. of young people receiving individual or group support
5. No. of young people helped into or back into education, training, volunteering or work
6. No. of volunteer support work hours
7. A breakdown of the attendance by young people in terms of electoral wards they live in.

How to apply

Interested organisations should send their bid proposal to the Town Clerk at the address below by **9am on Tuesday 2 May 2023**. Proposals should address:

1. The requirements of the specification
2. How much the organisation is asking for
3. The organisation's ability to deliver the service in Littlehampton.

Bid proposals should be completed and signed in accordance with their company regulations.

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 "Littlehampton Youth Work Bid Proposal".

To:

The Town Clerk

Littlehampton Town Council

The Manor House

Church Street

Littlehampton

West Sussex BN17 5EW

Enquiries

If you have any questions they should be addressed to Felix Gillett, Community Resources Officer and sent by email to fgillett@littlehampton-tc.gov.uk

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