

APPENDIX A

SALTASH TOWN COUNCIL

Delivery of Professional Youth Work in Saltash for the period April 2026 to March 2029

Saltash Town Council has budgeted £300,000 for the provision of professional youth work services in Saltash in the period April 2026 to March 2029.

The Town Council is inviting proposals from suitable organisations for the 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), Safer Saltash, Action for Children, CAMHS, Youth Offending Team, Targeted Youth Support and Saltash Youth Network.

Outline Specification

1. Service is to support young people 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 away from formal settings who are 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 informed by issues identified by the organisation and Saltash Team For Youth (a working group of Saltash Town Council)
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 agencies 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 DBS checks.
9. Delivery agencies to implement mechanisms for young people to guide service delivery.
10. Delivery agencies to secure matched 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 engaged with as defined in section 2 of the Outline Spec.
6. Number of young people receiving individual or group support.
7. Number of young people helped into or back into education, training or work.
8. Number of young people with measurable distance travelled.
9. Number of young people referred to youth workers from other organisations (e.g. school/college/police/etc.).
10. Number of volunteer support worker hours.
11. Case studies describing the impact of the support on the young people involved, particularly regarding their wellbeing, progression and achievements.
12. Matched funding secured.

How to apply

Interested organisations should send their bid proposal to the Town Clerk at the address below **no later than XXXX at 5pm.**

Proposals should address:

1. The requirements of the specification.
2. The 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.
5. Evidence of need describing the challenges faced by the young people the organisation supports. Both qualitative and quantitative data is welcomed.
6. The amount of matched funding secured and the source of this.

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

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

Or by email to tenders@saltash.gov.uk

Enquiries

If you have any questions they should be addressed to the Town Clerk and sent by email to tenders@saltash.gov.uk

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