

JOB DESCRIPTION

Trust Links is an organisation committed to the safeguarding and promoting the welfare of children and vulnerable adults and expects all staff, Trustees and volunteers to share this commitment.

Trust Links aims to create a culture that respects and values each other's differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.

POST TITLE:	Children and Youth Project Worker
POST SALARY:	£22,854 pro rata depending on hours and experience.
HOURS OF WORK:	25 – 37.5 hours per week including evenings and weekend work.
POST LOCATIONS:	Trust Links Westcliff / Rochford/ Thundersley / Basildon / Shoeburyness/ Canvey Island (plus other community venues in South-East Essex plus opportunity for working from home)
REPORTS TO:	Children, Youth & Families Team Manager
RESPONSIBLE FOR:	Volunteers when they are delivering children and youth projects.

PURPOSE OF THE POST:

Trust Links grows communities and transforms lives. Through our six Growing Together community gardens across Essex, REACH Wellbeing Hub, Recovery College, Trust Links Counselling (TLC), children and youth projects, and environmental workshops, we work with more than 4,000 people each year. We work in a person-centred, grassroots and recovery-focused way, helping to save lives every day and move people on to better lives, with the support of their peers and the wider community.

Trust Links has been running activities and projects for children, young people and families for several years. We run provision for early years children and their families at Families Growing Together. Learning Together provides alternative education for young people aged 11-16 who are struggling to attend school due to their mental health and/or Special educational needs – both diagnosed and undiagnosed. Youth

Links provides an afterschool safe space for young people to meet with others. Bouldering Together provides an opportunity for climbing as a group at IndiRock in Southend. We are establishing Forest School and associated activities for children and young people from our community gardens and in partnership with local schools and home education groups.

The Postholder will be required to:

- Deliver children, young people and families projects at Trust Links including Learning Together, Youth Links, Families Growing Together, Bouldering Together, Forest Schools and mental health awareness
- Oversee and assist the work of volunteers delivering children and youth projects at Trust Links
- Promote children and youth projects, liaising with schools, family centres, social care, youth council and other relevant services under the guidance of Children, Youth & Families Team Manager

MAIN DUTIES AND RESPONSIBILITIES OF THE POST:

Support the delivery and implementation of Children and Young People's Services

- Deliver and facilitate a range of engaging, empowering and educational activities with children, young people and families
- Assist Children, Youth & Families Team Manager with the development of children and young people's services
- Contribute to the design of new services and projects for children and young people, in co-production with children, youth and parents/carers
- Assist Children, Youth & Families Team Manager in the planning of all services and activities, taking into account the views and needs of children and young people
- Provide one to one and group support on projects
- Develop, deliver and oversee group positive activities to meet the identified needs of service users, evaluating outcomes and impact
- Provide a listening and support function for beneficiaries at the projects, ensuring other members of the team are kept up to date with mental health and wellbeing issues relating to individuals, risks are being assessed and safeguards are in place
- Undertake assessments, plans and reviews as appropriate in line with organisational guidelines and Data Protection guidelines

Promote Children and Young People's Services

- Talk to partner agencies and potential referrers to promote the services under guidance of Children, Youth & Families Team Manager
- Represent Trust Links at appropriate community events

Outcome and Impact Measurement

- Support data collection to capture the activity and impact of Trust Links children and young people's services
- Work with children, young people and families to capture case studies and other qualitative impact data

Other

- Devise, plan and deliver training courses and workshops within areas of knowledge
- Work closely within a multi disciplinary team; attending meetings, giving feedback and communicating with other Trust Links staff
- Work with other health and social care professionals external to Trust Links as required
- Ensure that beneficiaries and volunteers can contribute fully to the design, delivery and evaluation of services, ensuring services respond to local need
- Ensure Safeguarding and Health and Safety training is kept up to date in line with Trust Links Safeguarding and Health and Safety Policies and escalate concerns about the well-being of service users
- Ensure all policies are adhered to, including Data Protection Policy
- Ensure that services offered are accessible to all service users of the local community, promoting an inclusive approach
- Participate in regular supervision and take responsibility for continuing professional development, participating in training and development activities as appropriate
- Be available to work occasionally weekends and evenings to assist with outside events and our own events
- Undertake any other duties commensurate with the grade and responsibilities of the post to help achieve the project's aims and objectives

PERSON SPECIFICATION:

Essential

- Experience working with vulnerable children and young people in the statutory or voluntary sector
- Ability to organise and deliver activities efficiently and effectively
- Excellent communication and people skills
- Ability to work in a team, under own initiative and to follow instructions
- Ability to build networks, make connections and promote our services
- Person centred, with a flexible approach in meeting client-centred objectives
- Good documentation and report writing skills and effective verbal communication
- Good computer skills e.g. word processing, databases, email and Internet
- Excellent work ethic, team player and good interpersonal skills
- Ability to prioritise, work under pressure and organise time to meet project targets
- Ability to bring about change
- Willingness to undertake DBS check
- Commitment to self-development
- Willingness and commitment to undertake further training and development

Desirable

- Relevant Health and Social Care Qualification at NVQ 4 or above
- Qualification in Forest Schools or willingness to undertake the relevant training
- Early Years, Child Development or Youth Work qualification
- Experience working with people with mental health issues
- Counselling or coaching qualification

Personal qualities

- Commitment
- Tact
- Responsiveness
- Realism
- Honesty
- Enthusiasm
- Empathy
- Team Player