



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:	£25,213.50 pro rata depending on hours and experience.
HOURS OF WORK:	Part time including evening and weekend work.
POST LOCATIONS:	Trust Links Project Sites across South Essex You may be required to work at any Trust Links project site and community venues across Essex (plus opportunities to work 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 community Growing Together community gardens across Essex, Healthy Mind Hub, MSE Recovery College, 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 others and the wider community.

Trust Links has been running activities and projects for children, young people and families for several years. Forest School is delivered for children and young people at our Growing Together community gardens, in community venues and in partnership with local schools and community groups, with a brand new Forest

School Holiday Activity and Food (HAF) Club launching in summer 2026 at St Laurence Orchard. 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 and Dig It Youth provide afterschool safe spaces for young people to meet with others and take part in meaningful activities to promote wellbeing. Boulderling Together provides an opportunity for climbing as a group at Indirock in Southend. Trust Links aims to address mental health stigma and is working to support the early intervention and prevention agenda, helping to address mental health in schools and amongst children and young people in Essex.

The Postholder will be required to:

- Deliver children, young people and families projects at Trust Links including Learning Together, Youth Links, Boulderling Together, Dig It Youth, Forest School and Transition Age sessions.
- 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 and Leads.
- Oversee and assist the work of volunteers delivering children and youth projects at Trust Links.
- Support the monitoring and evaluation of projects.

MAIN DUTIES AND RESPONSIBILITIES OF THE POST:

Children, Youth and Families Project Onboarding and Delivery

- Support the timely onboarding of new referrals to ensure a welcoming and smooth introduction to the service.
- Provide support across projects including Learning Together, Youth Links, Boulderling Together, Dig It Youth, Forest School, and Transition Age sessions.
- Plan, deliver and evaluate a range of engaging, empowering and educational activities with children, young people and families.
- Co-produce, develop and deliver positive group activities to meet the identified needs of beneficiaries.
- Oversee, support and empower sessional staff and volunteers to support the delivery of children and youth activities.
- Monitor and maintain session spaces, resources and equipment, ensuring safe and inclusive environments.
- Support with risk assessment writing and ensure compliance with Health & Safety and Safeguarding standards.
- Develop seasonal resources, session plans, and curriculum-linked activities.
- 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.

- Support with and undertake assessments, plans and reviews as appropriate in line with organisational guidelines and Data Protection guidelines.

Development and implementation of Children, Youth and Families Services

- Assist Children, Youth & Families Team Manager and Leads with the development of Children, Youth and Families services.
- Assist Children, Youth & Families Team Manager and Leads in the planning of all services and activities, taking into account the views and needs of children and young people.

Promotion and Partnership Working

- Promote all children, youth and families services by engaging with schools, family centres, social care, youth councils, and community partners.
- Represent Trust Links at community events and networking opportunities.
- Build strong relationships with families, referrers, and partner organisations.
- Work with the Communications Team to develop promotional material for Children, Young People's and Families Services.

Outcome Monitoring, Evaluation & Administration

- Support data collection to evidence activity, outcomes, and impact across all children, youth and families services.
- Capture case studies and qualitative feedback from children, young people, and families.
- Maintain accurate records, registers, risk assessments, and incident reports.
- Ensure the completion of all relevant monitoring and data collection for funded projects.

Other

- Plan and deliver training courses and workshops within areas of expertise.
- Work collaboratively within a multidisciplinary team and with external professionals.
- Ensure services are inclusive, accessible, and shaped by the voices of beneficiaries.
- Ensure Safeguarding and Health and Safety requirements are met in line with Trust Links Safeguarding and Health and Safety Policies and escalate concerns about the well-being of service users to the appropriate agency.
- Ensure all policies are adhered to, including Data Protection Policy.
- Participate in regular supervision and take responsibility for continuing professional development, participating in training and development activities as appropriate.
- Work occasional evenings and weekends to support events.
- Undertake any other duties commensurate with the role.

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

- Forest School Level 3 qualification (or willingness to train).
- Relevant Health and Social Care Qualification at NVQ 4 or above
- Early Years, Child Development or Youth Work qualification
- Experience working with people with mental health issues
- Counselling or coaching qualification

Personal Qualities

- Commitment
- Empathy
- Enthusiasm
- Approachable and warm energy
- Honesty
- Responsiveness
- Realism
- Tact
- Team-focused approach