

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Job Title:</b>	Youth / Outreach Worker
<b>Salary Range/Grade:</b>	£9.62 - £10.60 per hour, depending on experience
<b>Hours:</b>	20 - 37.5 hours/week, all year round working
<b>Work Base:</b>	The RISE Children's Centre
<b>Reporting To:</b>	Children's Service Lead
<b>Main Purpose of Job:</b> <ul style="list-style-type: none"> <li>To provide outreach support to young people and parents both within the Children's Centres, in secondary schools and at the family home.</li> <li>To provide in school youth mentoring.</li> <li>To promote positive interactions between young people and families.</li> <li>To enable parents to understand their child's development, develop confidence in their parenting skills, learn new parenting techniques in order to improve outcomes for children.</li> </ul>	
<b>Key Task List:</b> <ol style="list-style-type: none"> <li>To plan and deliver targeted outreach services for young people in need of additional support including groups and specialised support services.</li> <li>To liaise with schools and other agencies in relation to in-school mentoring and youth activities.</li> <li>To work within the RISE Trust's Child Protection &amp; Safeguarding Policy because safeguarding and promoting children's welfare is a priority in all aspects of the Centre's Service Delivery Plans. Any safeguarding concerns should be immediately reported to the Chief Executive of The RISE Trust using the Trust's alert process.</li> <li>To develop multi-agency working in relation to clients including the CAF process and Child Protection conferences as appropriate, in order to ensure an effective Team Around the Child is in place.</li> <li>To foster links and work in partnership with other providers of children's and youth provision in the area such as the local authority and other voluntary providers.</li> <li>To coordinate the social networks for young people within The RISE Social Network framework, through the dedicated Facebook page and to keep abreast of developments in social media and ensure young people are safe from harm.</li> <li>To plan and deliver targeted services for families in need of additional support in partnership with specialised support services.</li> <li>To provide signposting and advocacy for young people and families needing to access other services.</li> <li>To provide regular monitoring and evaluation reports relating to all aspects of outreach work.</li> <li>To support the self-referral system for young people and families which is welcoming, non-judgemental and easily accessible.</li> <li>To work flexibly as part of a highly committed team of professionals who are entirely focused upon improving the lives of children, young people and families in north Wiltshire.</li> <li>To develop positive enabling relationships with young people and families.</li> <li>To keep accurate and up-to-date records (chronological reporting, visit and</li> </ol>	

- contact reports, Outreach files, accident and incident forms etc.) as required.
14. To attend training and meetings as requested.
  15. To undertake any other reasonable duties as directed by the Chief Executive Officer in accordance with the objectives for the Children's Centre operational plan.
  16. To handle all details about the children attending the Children's Centre confidentially and in accordance with the requirements of the Data Protection Act.
  17. To work flexibly across all Children's Centres across north Wiltshire and other locations as required, including occasional evenings and weekends.
  18. To carry out all responsibilities and activities within the Equal Opportunities framework.

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***

PERSON SPECIFICATION		
Factors	Essential	Desirable
Qualifications	NVQ Level 3 or equivalent	Willingness to work towards qualifications in youth, childcare and/or education.
Experience/Knowledge	An understanding of and ability to deliver good quality outreach support.	Youth, early year's child care and education experience.
Skills/Abilities	<p>Ability to communicate, verbally and in written form with children, parents and carers, colleagues and representatives from outside agencies such as OFSTED and government regulatory departments.</p> <p>A commitment to Equal Opportunities.</p> <p>Ability to provide and facilitate safe and creative play.</p> <p>Enjoys working with young people and families.</p> <p>Car Driver and access to car essential.</p>	Able to respond to the changing needs of the Centre.
Personal Qualities	<p>Ability to work under pressure.</p> <p>Flexible approach.</p> <p>Commitment to Safeguarding and Anti-discriminatory practice.</p> <p>Enthusiastic and motivated.</p> <p>Friendly and patient personality.</p> <p>Work to a high set of principles.</p> <p>Ability to work as part of a team.</p>	Sense of humour.