



POST DETAILS PACK

Children and Young Person's Service Co-ordinator

30 - 37 hours a week

SALARY: £30,784 to £32,708 (pro rata)

Job Description

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| JOB TITLE: | Children and Young Person's Service Co-ordinator |
| RESPONSIBLE FOR: | Children and Young Person's Independent Sexual Violence Advisors (ISVA's) YP Counsellors and YP Outreach workers |
| REPORTS TO: | Director |
| BASED: | Post holder to be based at our office in Eastbourne, with an initial period of work from Brighton |

Purpose of Job

To support a multi-disciplinary team of specialist young person's workers to provide emotional, practical and therapeutic support to young survivors of sexual violence age 0-18, and to their families where appropriate, to empower them to rebuild all aspects of their lives. This role will be developing and extending our current provision of support to children and young people and this role will have a service development aspect in the first instance.

To be responsible for the ongoing strategic and operational management of the young person's service

To ensure services are of a consistently high quality and are responsive to the needs of service users and the community and to take a lead on monitoring the impact of our work

To take a lead on managing the children and young person's funding contracts

To promote Survivors' Network with local statutory bodies and partnerships and raise awareness of the work of the Survivors' Network and the needs of our young service users

To take a lead in overall management of the office in Eastbourne

Overall Objectives

To provide a specialist children and young people's service of support for children and young people age 0-18 who have experienced sexual violence and abuse at any point in their lives. This service will consist of therapeutic, Independent Sexual Violence Advisor (ISVA) and outreach support

To ensure the ongoing provision of high quality, effective and safe services to young survivors of sexual violence

SN is an equal opportunities employer

All positions are open to women only; exempt under Section 7 (e) of the Sex Discrimination Act 1975
All posts require an enhanced Criminal Records Disclosure

To provide management supervision and support to the young people's service workers

To be responsible for ensuring strong and effective partnerships with external stakeholders, including the local SARC, DV providers, NHS, OSPCC and local authority.

To represent Survivors' Network in a professional manner

Specific Duties

1. Management

To be responsible for supervising and supporting the CYP service including staff recruitment and development, ensuring high quality services and that organisational policies are adhered to and in keeping with legislative requirements

Provide both management supervision and case management supervision (where applicable) to the CYP team and ensure that they have access to and regularly attend clinical supervision

Manage the waiting lists and client allocation

Provide written and verbal reports to the Director and/or Board of Trustees as requested

Ensure the service is delivered with adherence to Survivors' Network budget and service-specific funding agreements

Ensure all monitoring and other reports to external partners and funders are completed within deadline

Ensure equality of access to the CYP service and carry out regular evaluation of the service provision in relation to Equalities legislation

Ensure that any complaints are thoroughly and appropriately responded to and investigated

2. Operational Delivery

Contribute to the overall delivery of high-quality services to clients accessing Survivors' Network for support

Work within a multi-agency setting to provide institutional advocacy for the rights of the client

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Facilitate appropriate safeguarding and other referrals and keep other agencies informed about important changes in a client's situation within agreed protocols and policies

Be involved in developing and delivering training

3. Strategic Development

Promote and develop the service in accordance with Survivors' Network policies and ethos and to liaise with other agencies as appropriate

Ensure CYP services are developed in response to the needs of service users and the local community and in line with local and national standards and guidelines

Maintain up to date knowledge on issues relevant to service users and the violence against women and girls (VAWG) field

Represent the Survivors' Network at relevant multi-agency meetings and forums as necessary and as requested by the Director or Board of Trustees

Maintain the profile of the Survivors' Network and contribute to the organisation's marketing and profile

General Duties

Act in accordance with the Survivors' Network's policies and procedures

To work within the BACP Ethical Framework and to uphold the clinical standards that are expected from a BACP Accredited Service

Ensure the Survivors' Network commitment to working within an Empowerment Model is central to the development and delivery of all services

Attend and participate in regular training, staff meetings, supervision and other meetings as necessary or requested

Carry out evening and/or weekend work as required

Be committed to personal and professional development and undertake relevant training and CPD opportunities

Carry out own administrative duties and ensure smooth running of the Eastbourne office

Form part of a rolling on call system with the Director and co-ordinators.

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Undertake any duties consistent with the post as may be reasonably requested by the Director or the Board of Trustees, including evening or weekend work when necessary

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment

No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.

Personal Specification

| Essential Criteria | Assessed by |
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| Experience and knowledge of providing case management supervision to operational staff | Application/Interview |
| Significant experience and understanding of child and adult protection and safeguarding and in making and supporting complex decisions regarding safeguarding of children and vulnerable adults | Application / Interview |
| Significant experience of working in children and young person's services and an understanding of these services | Application / Interview |
| Knowledge and understanding of the barriers young survivors of sexual violence face in accessing services and how to provide an accessible service | Application / Interview |
| Understanding of ethical issues relating to therapeutical and other work with children and young people | Application / Interview |
| Knowledge and understanding of violence against women and children | Application/Interview |
| Excellent written and oral communication skills, including report writing | Application / Interview |
| Experience of project monitoring and evaluation | Application / Interview |
| Experience of managing and working within a budget | Application / Interview |
| Experience of developing and maintaining partnerships with a range of different agencies | Application / Interview |
| Experience of developing and delivering training | Application / Interview |
| Understanding of data protection and clear boundaries around confidential working practices | Application / Interview |
| Self-motivated and committed to personal development | Application / Interview |
| Clear focus on delivering high quality services | Application / Interview |
| Ability to critically assess own performance and engage in reflective practice | Application / Interview |

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| Ability to function effectively in high-pressured situations, including crisis management | Application / Interview |
| Ability to think creatively and show initiative | Application / Interview |
| Computer literacy | Application |
| Commitment to the aims and objectives of Survivors' Network | Application / Interview |
| Committed to promoting equal opportunities and equality of access for service users and staff/volunteers | Application / Interview |
| Committed to self care | Application / Interview |
| Commitment to anti-discriminatory practice | Application / Interview |
| High level of self-motivation | Application / Interview |
| Commitment to a feminist ethos | Interview |
| Reliable and trustworthy | Reference |
| Efficient and punctual | Reference |
| Desirable criteria | |
| Knowledge of the Criminal Justice System, particularly police and court procedures | Application |
| Counselling or psychotherapy qualification | Application |
| Qualification relating to working with children and young people | Application |