



Job Description

Job Title	Children and Young People's Worker
Responsible to	Assistant Team Manager (Specialist Support Services)
Direct reports	N/A
Working pattern	22.5 to 30 hours to be worked across three or four days

As a BWA Children and Young People's worker, your job will be to organise and facilitate sessions for children and young people who have been affected by domestic abuse in school, refuge and community settings. Your role will safeguard and promote the welfare of those children and young people. You will take the lead in maintaining and managing the administrative tasks of the Children and Young People's team. You will need to be committed to building rapport and strong professional relationships with children, young people, school staff and a wide range of referral agencies.

What will you do?

1. Liaise with schools and other professionals both internally and external to BWA, to identify children and young people who may benefit from a programme of group work and, where appropriate, one to one sessions.
2. Work with children living with their mothers in BWA refuges to provide one to one and group support and programmes.
3. Lead on maintaining and organising the administrative tasks and responsibilities relating to the Children and Young People's team. Managing the team's inbox and spreadsheets, being the first point of contact for referrals to the team and responsible for seeking consent from parents and carers.
4. Arrange venues for Group Work in discussion with identified schools.
5. Facilitate the group work, using a nationally recognised programmes as appropriate.
6. Provide age-appropriate and tailored one to one support to children and young people who have experienced domestic abuse
7. Organise and collect verbal and written feedback from school staff and other professionals.
8. Set up and facilitate support for parents whose children are attending the programme, liaising with other BWA staff.
9. Publicise the work of BWA, delivering training to professionals on the range of services offered by the Children and Young People's team and ensuring other organisations know how to refer to the Children and Young People's team.
10. Build and maintain links with schools and contribute to the smooth running of the groups.



11. Be an active member of the team, liaising and coordinating with other team members to provide a cohesive, high quality service.
12. Be an active member of the team, helping to cover the work of the team during absences, vacancies or when a colleague is under pressure, and liaising with and coordinating with colleagues to provide an effective and cohesive service for clients. Share previous experience, skills and knowledge, which may be relevant to the team in providing its service.
13. Keep up to date on local and national changes and best practice when supporting children and the issues that affect them.
14. Maintain accurate records in line with BWA procedures regarding all aspects of service delivery for monitoring and other purposes, including detailed case management records, keeping records on Oasis up to date and the collation of statistics for quarterly reporting.
15. Ensure that the needs of all BWA clients are respected, especially those who face barriers to accessing services because of ethnicity, sexuality, disability or other hard to reach groups.
16. Work within and support BWA's policies and procedures, including maintaining confidentiality and professional boundaries across all of your work.
17. Be the voice of the children and young people we represent by ensuring that their experiences are accurately reflected and that complaints are dealt with via the BWA complaints policy.
18. Ensure that any safeguarding issues for children, young people or vulnerable adults are raised immediately with BWA management as per BWA policies.

This list is a guide to the tasks of the role not exhaustive. We need someone in this role to respond flexibly to the needs of our services to survivors.

Person Specification	Essential or Desirable	Assessment Method*
Good standard of general education	E	A
Good standard of use and experience of Microsoft word, outlook, excel and powerpoint	E	A
Experience of providing direct emotional and welfare support to people at a time of crisis.	E	A/I
Experience of planning groups and one to one sessions and providing a wide variety of support and activities for children and young people	E	A/I
Ability to build a safe and caring environment in which all children and young people feel safe and respected by being an active and empathic listener	E	A/I
Experience of working to achieve agreed outcomes with groups of children and/ or young people	E	A/I
Experience of giving accurate, detailed information to others verbally and in writing and be able to communicate sensitively with parents/carers and other professionals	E	A/I
Ability to communicate well with children and young people – individually, in small groups and to larger groups	E	A/I
Experience of working in a team to provide a confidential support service	D	A/I
Experience of using a client database and keeping methodical and accurate case notes and updating records	D	A/I
Experience and understanding of what it is to work within a small team	D	A/I
Knowledge of legislation and regulations relevant to children’s welfare and rights	D	A/I
A recognised qualification in childcare, e.g. NNEB or PLA Diploma in Pre-school Practice	D	A/I
To be committed to the work of BWA, putting the survivor at the centre of services and empowering them to rebuild their lives free from abuse	E	I
The ability to travel around Berkshire as required	E	I



***Assessment method:**

A: Application I: Interview

Notes

- 1) This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975. Due to the nature of our work it will be necessary for an enhanced disclosure to be made to the Disclosure and Barring Service for details of any previous criminal convictions which are not protected under the Act.
- 2) Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies.

Safeguarding Policy Statement

The purpose of this safeguarding policy statement is:

- to protect children and young people who receive BWA's services from harm. This includes the children of adults who use our services
- to protect vulnerable adults who receive BWA's services from harm.
- to provide staff and volunteers, as well as children and young people, vulnerable adults and their families, with the overarching principles that guide our approach to safeguarding.

This policy applies to anyone working on behalf of BWA including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.