

JOB DESCRIPTION

ROLE TITLE:	Youth Practitioner/Coordinator (Elmbridge – Building Belonging)
REPORTING TO:	Mentoring Manager (North, Wellbeing and Counselling)
LOCATION:	Home-based with travel throughout Elmbridge and on occasions throughout Surrey.
HOURS:	36 hours (negotiable) per week

Surrey Care Trust is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged young people, adults and families in improving their chances in life. Through our programmes we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

We offer a broad range of programmes - support for families and their children at our **Stanwell Family Centre**; offering vulnerable and challenging young people an alternative approach to education at our **STEPS** learning centre; a free and independent youth **counselling** service for young people aged 16 – 25; **mentoring** young people and adults to help them gain confidence and make positive changes; working to bring the community together and taken action on local issues with our **Stanwell Local Conversation** project; supporting 18-24's into employment through **Steps2Work** in Woking; and creating a different environment for people to learn new skills and give something back to society on our **Swingbridge Community Boats**.

Our Vision

Surrey to be a place where vulnerable and excluded families are given the opportunity, skills and support to achieve their potential and make a positive contribution.

Our Mission

To tackle disadvantage, social exclusion and hardship in local communities. To reach out to families to equip them with the skills to improve their economic situation, to reduce social isolation and break the cycle of disadvantage.

Building Belonging

SCT is a partner in The Building Belonging Programme (BBP). This is an innovative programme working in partnership across a range of organisations in Elmbridge to ensure children, young people and family's needs are supported to improve their outcomes and build a positive future. The programme is to prevent children and young people entering the criminal justice system and is currently focussing on the Elmbridge area and targeting specific schools.

Overall purpose of the role

Your role will be to support and mentor young people at risk of offending. You will organise and deliver one to ones and group sessions with young people in school and in the community. You will help young people explore and understand their ideas, beliefs and values, consequences and build their confidence and life skills to become successful in their future. You will assess the needs of the young people to raise their aspirations and set goals and strategies to improve their resilience in making positive decisions. Working closely with a Senior Practitioner and an Assistant Practitioner/Administrator and working collaborative with all team members, the schools, and external agencies, you

PLEASE NOTE YOU **WILL** BE REQUIRED TO UNDERTAKE DBS CLEARANCE FOR THIS ROLE

To apply please complete an application form and submit by email to recruitment@surreycaretrust.org.uk

will work to build relationships and support mentors. You will recruit, train, support and manage a bank of volunteer mentors from the North team who you will match with young people identified as requiring ongoing support. You will manage a case load of young people, and a small team of volunteer mentors to establish a high quality of support.

Duties and Responsibilities:

- Work closely with schools to deliver appropriate sessions to the young people, e.g. to build confidence and aspirations; planning the sessions and content based on need
- Ensure all data and recording systems are retained in appropriate format and to deadlines for both SCT board and BBP
- Work with parents to enable a strong supportive network for the young person including initial assessments and home visits
- Assess the needs of the young people to plan and deliver an effective programme of support
- Develop a relationship with young people based on trust and respect whilst respecting professional boundaries.
- Establish boundaries and challenge inappropriate behaviour
- Provide regular case studies linked to the recording systems required for BBP and SCT, and present outcomes/reporting/outcome star information as required on EHM.
- Attend and contribute to multi-agency meetings, bringing together practitioners to monitor the ongoing effect of the programme
- Attend relevant training and networking events to ensure ongoing opportunities for young people
- Promote the vision, aims and values of SCT
- Demonstrate and promote effective safeguarding practice, referring and recording concerns as appropriate
- Any other duties commensurate with the role

Please note you will be required to undertake DBS clearance for this role

For an initial discussion about the role please contact Sian Jones, Programme Manager on 07765 257022

Skills and Expertise

ESSENTIAL	DESIRABLE
Education, Training and Work Qualifications	
A Level standard or equivalent	National recognised relevant qualification e.g. youth work, teaching
Relevant Experience	
Experience in working with contract requirements	
Experience of working in a charity	
Good standard of computer literacy including Microsoft Office at intermediate level	
Experience of using databases and complex spreadsheets, record data accurately within specific timeframes	
	Experience of working with young people with mental health and trauma
	Experience of working with professionals supporting young people, using motivational interviewing and solution focused techniques
	Experience of managing staff
Knowledge	
A commitment to, and recognition of, the importance of safeguarding	
Safeguarding awareness and training	An understanding of the Surrey Multi Agency Safeguarding Hub and the levels of need
	Understanding of mental health issues and the impact of trauma on young people
	An understanding of recognising the need for assessment, planning, intervention and reviewing in a restorative way in relation to supporting young people
An understanding of emotional, social, social media and level of risks with young people	
Skills and Expertise	
Able to relate confidently to both adults, parents, wider family members and young people	
Excellent planning, administrative and organisational skills	
Strong verbal and written communication skills	
	Flexible in approach, using initiative, prioritise own workload and work remotely
Car user with the ability to drive across Elmbridge and Surrey as required	Lives within Elmbridge or close proximity

Health & Safety

All staff must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, volunteers, beneficiaries and visitors.

General

This job description is not an exhaustive list of duties but it is intended to give a general indication of the range of work undertaken and will vary in detail in the light of changing demands, growth and priorities with the Trust. Substantive changes in the range of work undertaken will be carried out in consultation with the job holder.

To submit an application please complete an application form and send it to recruitment@surreycaretrust.org.uk