**THE BROOMHOUSE CENTRE & ENTERPRISES**

**JOB DESCRIPTION**

**Position:** **Project Worker – Youth Befriending Project**

**Responsible to:** Youth & Families Service Manager

**Based:** The Broomhouse Centre, 79-89 Broomhouse Crescent,

Edinburgh, EH11 3RH

**Salary:**  £19,582 - £21, 758 (pro rata) funded for 12 months

**Hours:** 3 days per week: to be determined, including on call time to be agreed with the Service Manager and Chief Executive, and confirmed in job contract. In total you will be working 18 hours per week.

**Pension:** 5% of salary Employers contribution to your stakeholder’s pension with Aviva

**PVG**: This post requires you to be a member of the Protecting Vulnerable Groups (PVG) Scheme.

**AIMS OF THE ROLE**

* To work with the Service Manager to provide a befriending service and support for young people who are affected by parental substance use, aged between 5-16 years residing in South West Edinburgh Partnership areas,
* To work closely with Service Manager and a range of stakeholders, team members, family members and carers, partner agencies, social work professionals, teachers, and other agencies as appropriate
* To organise the day to day provision of befriending to children and young people, who are experiencing problems at home, school or in the community
* To work with the Service Manager recruit, train and support volunteer befrienders to provide a 2 hour weekly session for each young person.

**KEY TASKS**

* To manage referrals and undertake assessments in partnership with children and young people, families, referrers and other relevant individuals
* To identify, facilitate and support befriending matches between children or young people and an appropriate volunteer befriender
* To maintain contact with children and young people, families, referrers and other relevant individuals, and if appropriate provide brief time-limited focused support to young people and parents/carers and signpost to other agencies throughout the period of the befriending
* To support the Service Manager to further develop volunteer befriender recruitment plan and training across the service
* To support and supervise a team of volunteers
* To ensure all volunteers are members of the Protecting Vulnerable Groups (PVG) Scheme.
* To develop and organise group activities programme in partnership with the Service Manager, with children and young people, volunteers and other workers.
* The support the volunteer befrienders to plan the help the young person needs to engage with other opportunities available in their area and thus create new personal friendship networks, e.g. joining a free youth group (part of the LAYC network in Edinburgh) , a local youth football team, or Scouts/Guides.
* To work as part of the wider team to ensure services are delivered effectively; and to work in partnership with children and families, relevant professionals and other stakeholders to ensure the service remit is carried out with regard to statutory commitments and best practice.
* To appropriately record, maintain and evaluate information gained through the process of assessment, monitoring and review; and to provide quantitative and qualitative data to the Service Manager and Chief Executive for preparation of reports and statistical returns.
* To plan and develop work in line with policies, procedures and management systems, and to participate in the planning and review of service development.
* To maintain the project offices and resource bases.
* To fulfil organisational requirements in relation to receiving training and practice development, and to develop individual and team skills.
* Work to legislative, ethical, policy and procedural requirements including all Broomhouse Centre policies & procedures (HR, Health and Safety & Operational)
* To uphold best practice on safeguarding and the Broomhouse Centre Child Protection Policy.
* Undertake relevant Continuing Professional Development including maintaining interest in the latest relevant literature.
* Liaise with other voluntary, statutory workers and stakeholders as required. Build and maintain knowledge of related services for clients.
* Use communication systems to good effect including email, pigeonholes, meeting agendas and notice boards.
* Embrace monitoring and evaluation systems / processes as required.
* Care for the work environment to promote effective working.
* Team work including taking part in the induction of staff and supporting other team members including offering constructive challenge where appropriate.
* Undertake other tasks as agreed with the Service Manager and the Chief Executive.

**QUALITY ASSURANCE**

* Regularly review, with the Service Manager, the quality of the service to children & young people ensuring that the key principles of Getting It Right For Every Child (GIRFEC) are applied.
* Ensure that the interests of children / young people and their families are at the forefront of all your activities.

**PROFESSIONAL RESPONSIBILITIES**

* Be fully conversant with the principles of GIRFEC and their application in practice
* Ensure that your professional knowledge in general and your practice in particular meet the highest standard.
* Ensure you keep abreast of current research and practice development in your area, bringing relevant issues to the attention of your supervisor
* Understand fully the requirement for confidentiality in all areas of your work.

**SUPPORT AND SUPERVISION**

* Report to Service Manager on a regular basis.
* To undertake Support & Supervision with the Service Manager
* Attend and be involved in Broomhouse Team Meetings & other staff meetings as required.