

JOB DESCRIPTION

JOB TITLE:	CEDAR Co-ordinator (Children & Young People)
RESPONSIBLE TO:	Children and Young People Service Manager
SALARY:	£25,235.46 SCP26 pro rata (Fixed Term Contract until 30 June 2020 - potentially extended dependent on funding)
HOURS:	21 hours per week
HOLIDAY ENTITLEMENT:	25 days Annual Leave plus 10 public pro rata

Job Purpose

To work with the CEDAR Mother co-ordinator to develop and manage a community group work programme (CEDAR Project) for children and young people and their mothers with experience of domestic abuse. The co-ordinator role is pivotal to the way in which Cedar Groups are organised and facilitated.

You will work alongside the CEDAR Mother's Groups Co-ordinator to develop, manage and deliver the CEDAR 12-week community group work programme.

Responsibilities include: overseeing and delivering the children's group work programme; managing referrals; scheduling and delivering groups and providing support to co-facilitators. A significant proportion of time will be spent carrying out assessments with families to establish if group is suitable for children. Assessment is a key element of the coordinator role and is a vital way in which mothers and their children are motivated to engage with group or are supported to access more appropriate services. Coordinators act as a single point of contact for both referrers and families.

(<http://CEDARnetwork.org.uk/how-CEDAR-groups-work/>)

Main Duties

- Accept referrals from Edinburgh Women's Aid and other partner agencies.
- Work with referring agencies to ensure access to CEDAR programme.
- Co-ordinate assessments with women, children and young people (WCYP) to gauge their suitability for the programme.
- Organise, resource and prepare Cedar programme.
- Co-deliver children's groups with partner agency facilitators.
- Develop and train partner agency facilitators to become lead facilitators.
- Conduct ongoing evaluation and analysis.

Other Tasks

- Prepare and submit progress reports to the Edinburgh CEDAR steering group.
- Monitor and evaluate programmes and the project overall in line with funding requirements and CEDAR guidelines.
- Work with the steering group to ensure the success of the project.
- Take part in training and development opportunities within Edinburgh Women's Aid and CEDAR nationally.
- Attending the National CEDAR Practitioner's meetings.

PERSON SPECIFICATION

Required areas of knowledge and understanding

- Understanding of a gendered analysis of domestic abuse and the impact on children and young people and their mothers.
- Knowledge of child and adult protection procedures and their implementation
- Knowledge of the issues, policies and legislation affecting WCYP who experience domestic abuse.
- Understanding and commitment to Edinburgh Women's Aid vision and mission.
- Commitment to ongoing professional development and review.

Essential requirements

- Experience of developing and supporting partnership working at a senior level
- Experience of facilitating groups and delivering training
- Experience of developing and co-ordinating groupwork
- Experience of working with both women and children
- Experience of assessing children for service provision.
- Excellent written and verbal communication skills
- Skilled at interpreting and presenting/reporting on complex issues for a variety of audiences.
- Able to engage confidently, empathically and non-judgementally with a wide range of people and agencies.
- Able to work on own initiative and as part of a team, prioritise tasks and work to deadlines.
- Computer literate and competent in use of MS Office (word and excel), email and internet.

Desirable requirements

- Experience of organising and managing events
- Experience of monitoring and evaluating projects using an outcomes based approach
- Further or Higher Education qualification in relevant subject
- Minimum 3 years' experience in a relevant role
- Holder of a valid driving licence