

1. Job Description

Job Title	Children and Young People Service Lead
Responsible to	Head of Cancer Support Services
Department	Therapeutic
Base	Kilmarnock/Ayr
Hours	37.5
Salary Scale	£33,100 - £39,000

2. Job Purpose and Aim

Ayrshire Cancer Support is looking to employ a qualified and experienced Children and Young People Lead to set up, manage, and deliver a new and innovative Children and Young People Service (C&YPS) project.

Ayrshire Cancer Support's aim is to provide practical and emotional support to C&YP affected by cancer in Ayrshire. The role is to develop then manage the C&YP Service project for ages 5 and upwards. The post-holder may also manage a caseload of individuals.

A knowledge of the impact of cancer on families, together with the experience and confidence to undertake work with C&YP is essential.

An ability to assess and respond to need according to emotional, psychological and intellectual development and apply appropriate interventions and therapeutic approaches is vital.

The C&YP Lead will develop and use a range of therapeutic interventions to encourage confidence, independence, reflection, and resilience in C&YP, while supporting them with individual needs.

3. Accountabilities (Duties and Responsibilities)

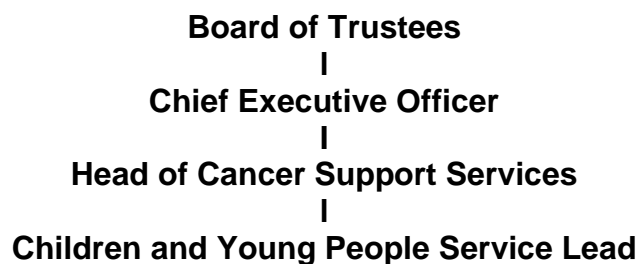
- Set up, manage, and lead new services while developing the C&YP team (counsellors, complementary therapists, sessional staff and volunteers).
- Thinking strategically – set aims & objectives in order to develop new services.
- Undertaking specific therapeutic work with C&YP and their families in response to assessment of need.
- Maintaining effective records and casework notes in accordance with Ayrshire Cancer Support policy, and professional good practice and guidelines.

- Working as a member of Ayrshire Cancer Support team.
- A working knowledge and experience of grief and bereavement support is desirable.
- Take responsibility for own professional & personal development through performance and development reviews and attending relevant training.
- Attend team meetings, therapeutic meetings and supervision groups as appropriate.
- Facilitate group work, family events and workshops within the service.
- Engage and contribute to clinical governance.
- Promote evidence-based practice including evaluation of own practice.
- Provide training, consultation and liaison (in relation to Ayrshire Cancer Support's core focus) to wider team members, teachers, school nurses, GPs and other professionals.
- Ensuring that all relevant codes of practice and regulations are upheld.
- Carry out other duties commensurate with the position/team as requested.

4. Communications and Relationships

- CEO and Board
- Head of Cancer Support Services
- Therapeutic Teams
- Ayrshire Cancer Support Volunteers
- Income & Communications Teams
- Administrative Team
- Health and Social Care Partners
- Other external agencies (e.g., schools, etc.)

5. Job Reporting



6. Knowledge, Experience & Skills

- Experience of working with C&YP and families.
- Experience and knowledge of C&YP's emotions and responses to serious illness and death.
- Awareness of mental health issues.
- Experience in problem solving, decision making and conflict resolution at a management level.
- Knowledge/experience of a range of relevant interventions/therapeutic

approaches.

- Ability to lead and manage a team of counsellors, complementary therapists, sessional staff, and volunteers.
- Ability to initiate, plan, execute, monitor, and control and close a project.
- Be open to new methods of online, web-based support and a range of health promotion activities, with knowledge of successfully evaluating service provision.
- Experience of management essential and recruitment advantageous.
- Experience of policy, planning and service development.
- Awareness/Understanding of Children's Human Rights and C&YP wellbeing indicators.
- Demonstrates initiative and creativity.
- Adaptable to clients' needs and can apply a range of interventions to appropriately support.
- Implements reflective practice to ensure quality and performance.
- Flexible and adaptable, well organised and able to manage time and workload effectively in line with the needs of the service.
- Being a positive contributor to the team and actively promoting collaboration – internally and externally.
- Prioritises work to maximise effective.
- Remains focused when faced with competing demands and can multi-task.
- Able to use own initiative and work autonomously as well as part of a team.
- Develop strong and sustainable working relationships with current ACS volunteers and develop new volunteering roles within C&YP services.
- Volunteer engagement in accordance with ACS volunteer policies/protocols.

7. Qualifications

- 1-2 years post qualification work with children/adolescents.
- Ideally experience in working within an oncology field.
- Proficient literacy and numeracy in line with role/duties.

8. Confidentiality, Data Protection and Safeguarding

- The Confidentiality Agreement signed in conjunction with this Agreement will remain in place following the expiry of this, and any subsequent, Agreement.
- Confirmation is given by you that all data will be processed under the relevant provisions of current Data Protection Acts, and any subsequent changes to Data Protection Acts.
- Ayrshire Cancer Support is committed to safeguarding and protecting the welfare of vulnerable adults, children and young people and expects all staff and volunteers to share this commitment. A satisfactory Protection of Vulnerable Adults/Children check (PVG) will need to be received prior to commencement of employment and safeguarding training relative to role may be required.

9. Health and Safety

- Comply fully regarding the duties or requirements imposed by the relevant Health and Safety legislations to allow those duties or requirements for the organisation to be fully met.
- Take all reasonable care for the health and safety of self and others who may be affected by acts and omissions related to your work.

10. Job Description Agreement

Job Holder's Signature:

Date

Line Manager Signature:

Date