



Neuro Stars Project Lead (Children & Young People)

Responsible to: Head of Delivery

Location: Tynecastle Park, Edinburgh, EH11 2NZ

Contract: Fixed until 31st March 2026, with the possibility of continuation, subject to funding

Hours: 18 hours per week. Set times at Tynecastle Park include Mondays 10am - 12pm (fortnightly for team meetings), every Tuesday 10am – 12pm for co working and Fridays 12.30pm – 5.00pm Remaining hours to be worked around the needs of the service, flexibly across the week.

Salary: £26,000 - £29,000 pro rata

(Our salary range typically reflects the initial starting salary and annually increases until it reaches the top of the range)

Role overview

To improve the quality of life for neurodiverse children and young people living in the South West of the city. We provide group and one to one support, information, advocacy and advice to build families confidence and self-esteem. Working in partnership with statutory and other services including the city of Edinburgh council, Parent and Carer Support and Family Wellbeing team.

ORGANISATION PROFILE

Big Hearts Community Trust is the official charity of Heart of Midlothian Football Club. Based in South West Edinburgh, we aim to improve outcomes for individuals and families, using the power of football. We work across three key areas : Mental Health, Social Connections and Equal Opportunities.

We work closely with local and specialist partners to identify areas of need, understand where we can best add value and ensure our activities are designed and delivered effectively within the communities we serve.

More information on our work can be found at www.bighearts.org.uk

ROLE AND MISSION

Key Duties

- Work with children and young people with a wide range of neurodiverse needs, on an individual or group basis, using a variety of interventions, to identify needs and to achieve positive outcomes
- Carry out assessments for new referrals
- Manage a caseload of up to 20 children/young people
- When necessary, manage a waiting list and maintain regular communication with those waiting
- Plan and facilitate a weekly programme for groups offering fun, educational, cultural and issue-based sessions.
- Communicate and collaborate with the leads (in partnership with city of Edinburgh council Lifelong Learning team) for parent/carers when designing the programme and responding to needs of families
- Respond to the needs of neurodiverse children and young people in line with GIRFEC, using services within the organisation and signposting to additional support services or resources where required
- Carry out reporting and administrative duties, maintaining the records on CRM and database
- Lead, arrange and accompany children and young people on day trips, holiday programmes

Individual Support

- Assess individual needs and complete assessment plans
- Regularly review individual's progress
- Provide written and verbal reports as appropriate
- Assist children and young people in articulating their needs and representing their views

Group Support

- Lead and facilitate our neurodiverse group (Children and young people)
- Develop innovative and creative ways of working with neurodiverse young people, making best use of available resources
- Evaluate and review group work programmes and methods
- Produce regular written reports on group developments and the progress of individual children and young people within the groups
- Support sessional group workers and volunteers assigned to groups

Children's Rights

- Enable children and young people to express their needs and wishes by adopting a child/young person-centred approach
- Enable and encourage children and young people to participate in all aspects of shaping the programme at Big Hearts
- Identify and develop new opportunities for the participation of children and young people in the delivery of the project

Service Development

- Develop an expertise within our Big Hearts Neuro Stars project in identifying and supporting children and young people, and where appropriate supporting the transition to other services internally and externally.

- Publicise and raise awareness of the needs of children and young people and the Big Hearts Neuro Stars project with relevant organisations, agencies and local media
- Liaise with relevant organisations and agencies to identify and enable children and young people with neurodiverse needs to access the project and other services
- At all times, in line with Getting it Right for Every Child (GIRFEC), work with statutory and other voluntary organisations to ensure the identified personal outcomes of children and young people are met
- Identify and highlight opportunities to develop service activities
- Support the Head of Delivery to secure funds for the service
- Work within the policy framework and programme of activities agreed by the Board

Monitoring and Evaluation

- Participate in the regular monitoring and evaluation of the service and its work and highlight ideas or opportunities to develop the monitoring and evaluation framework
- Maintain records and database (e.g. service enquiries, records about individuals, management information, training and evaluation records)

Key-responsibilities

- Be fully conversant with the principles of GIRFEC and their application in practice
- Undertake Child Protection Training and other training relevant to the position
- Ensure that your professional knowledge and your practice meet the highest standard
- Keep abreast of current research and practice development, identifying relevant issues
- Understand fully the requirement for confidentiality in all areas of your work
- Effectively communicate, engage and inspire staff across the projects, and team work throughout the organisation, including involvement in team meetings & staff meetings as required
- To work as part of the wider team to ensure services are delivered effectively, including commitments and best practice
- 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, adhering to Big Hearts policies & procedures, including best practice on Safeguarding and Protection of Children and Vulnerable Adults, HR, Health and Safety & Operational, and participate in all policies being reviewed and updated
- Undertake relevant Continuing Professional Development
- Use communication systems to good effect including email/slack/meetings/whatsapp
- Team work including taking part in the induction of staff and supporting other team members including offering constructive challenge where appropriate
- Understand fully the requirement for confidentiality in your work, balanced with data sharing with suppliers, stakeholders and others, being aware of GDPR.
- Care for the work environment to promote effective working
- Liaise with other voluntary, statutory workers and stakeholders as required.

Support & development

To undertake regular Support & Supervision, and planning meetings with the Project Manager

PERSON SPECIFICATION

Personal qualities required.

- Ability to build rapport, engage with and support children and young people aged 4 to 18yrs
- Be enthusiastic about working with children and young people who have a range of needs
- Ability to use initiative and organise workload efficiently with minimum supervision to meet deadlines
- Ability to work as part of a team, communicating and sharing ideas

Essential experience & knowledge required

- A relevant professional qualification in social work, youth work, community education, childcare or other relevant qualification.
- A minimum requirement of 3 years' experience working with children and young people, including individual and group work.
- Experience of working with children and young people with additional support needs
- Experience of working with children and young people, as individuals and in groups, and working towards and achieving positive outcomes in a way which assesses need, addresses issues and is imaginative and empowering to children and young people.
- Have a creative and innovative approach to delivering fun, interesting and educational group activities whilst adhering to a strict budget
- Sound understanding of, and sensitive approach towards, the situations, needs and difficulties faced by children and young people.
- An understanding of the issues faced by children and young people who have been identified as neurodiverse.
- Some knowledge and experience of the way statutory and voluntary agencies are organised and some understanding of current community care policies.
- Experience of linking in with agencies in the statutory and voluntary sector.
- An approach to work which is positive, flexible and reflects a commitment to the rights of children and young people.
- Excellent (English) written, verbal and non-verbal communication skills
- Ability to write progress reports and keep appropriate records of work with individuals and groups of young people.
- Understanding of, and commitment to, the promotion of equal opportunities.
- Competent and comfortable with the use of Google software, Microsoft Office (Word, Excel, PowerPoint, Outlook, Teams). Knowledge of apps such as Zoom/Whatsapp/Slack and Trello is advantageous.
- The ability to share specialist knowledge for the development of colleagues.

Desirable knowledge

- An awareness of health & safety
- Experience of reporting to funders
- Supporting staff and volunteers in a group work environment
- An understanding of equal opportunities

ADDITIONAL INFORMATION

- Two satisfactory references will be requested upon any offer of employment.
- Successful applicants will be subject to an Enhanced Protecting Vulnerable Groups (PVG)

HOW TO APPLY

Please email your **CV & cover letter** *detailing how your skills and experiences make you a good fit* for this role to recruitment@bighearts.org.uk

The deadline for applications is **5pm on Monday 6th January 2025**.

Shortlisted candidates will then receive an invitation to attend an interview, which will take place on **Friday 17th January 2025**.

If you have any questions about the role, or the recruitment process, please email recruitment@bighearts.org.uk and will help answer your questions.

Big Hearts is committed to equality of opportunity for all staff, and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, sexual orientation, race and religion or belief