**JOB DESCRIPTION**

**Post Holder:** Vacant

**Job Title**: CYP (Children and Young People) Engagement Worker

**Reports to:** The Chief Executive

**Employer**: FACES Bedford

**Based at:** The Centre, 147 Church Lane, Bedford MK41 0PW

**Hours of work**: Part-time 20 hours per week

**Special Conditions:** The post will mainly involve regular evening, weekend and school holiday working.

1. **Key Purpose of Job**
2. To help Children and Young people (aged 5 -18) (“CYP”) to achieve their potential through relevant support and interventions appropriate to their individual needs.
3. To positively engage with CYP and provide learning opportunities which support their personal and social development.
4. To enable CYP to take more control over their lives and make informed choices.
5. To work with the FACES Volunteer Lead in supervising, recruiting, training and managing the project volunteers.
6. **Anticipated Outcomes of Post**

To support CYP with increasing their life skills, their safety and improving their social, economic and emotional health and wellbeing.

1. **Main Duties and Responsibilities**
2. Assess the needs of young people and assist them with planning and delivering their chosen activities.
3. Befriend and support young people in different settings, including outreach work.
4. Mentor, coach and support individuals and encourage greater social inclusion.
5. To support the CYP in developing their own support network and ensure that they receive the services to which they are entitled.
6. Provide information, guidance, support and advocacy for CYP.
7. To facilitate training workshops such as Protective Behaviours.
8. Work with parents and community groups to win support for improved provision and act as an advocate for CYP interests.
9. Work within child protection requirements and procedures to ensure that children are safeguarded and their welfare promoted, whilst also supporting and meeting the needs of the CYP.
10. Regularly monitor and review the quality of the local youth work provision.
11. Work in partnership with professionals from other organisations that support CYP such as social care, health, police, education, youth offending teams and local authorities.
12. Attend and contribute to multi-agency meetings that bring together practitioners from different sectors.
13. Work with the FACES Volunteer Lead in recruiting, training and supervising volunteers.
14. To maintain clear and accurate records of work practice including using a computer system. All records must be kept in line with established record keeping and confidentiality policies, ensuring records are updated regularly in a timely manner.
15. To keep monitoring and statistical information to enable the evaluation of the effectiveness of the service and to produce reports as required.
16. To maintain effective communication with co-workers and participate in relevant meetings, supervision and internal/external training.
17. To cooperate with management, to support and carry out all management policies and decisions and contribute to a positive and mutually encouraging atmosphere in the workplace.
18. To work co-operatively with the Chief Executive to ensure the strategic management, development and future funding of the organisation.
19. To ensure that all health and safety regulations are complied with.
20. To accommodate the fact that the duties of the post may vary from time to time without altering its overall nature.

**Other Information**

* All posts at FACES Bedford are subject to funding.
* Expenses will be paid at NJC agreed rates.

**Equalities**

The post-holder must be aware of and support difference and support children’s equality of access to opportunities to learn and develop. S/he must have an understanding of and commitment to equal opportunities and anti-racism. S/he must actively challenge discrimination and social exclusion, being responsive to the cultural and social diversity of the reach area.

**Policies and Procedures**

The post-holder must be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and follow correct reporting procedures.

*Every member of staff has a duty to keep children safe.*

***This post is classed as having a high degree of contact with children or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. Employment to this post will be subject to an Enhanced Criminal Record Check from the Disclosure and Barring Service before an appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. You are also required to confirm whether anyone in your household is disqualified from working with children and vulnerable adults.***

**Version**

This job description is current as at 29/09/2020

**Signed: Wendie Harvey Date: 29/09/20**

 **Chief Executive**

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