

JOB DESCRIPTION



Role Title: Targeted Youth Service Coordinator

Department: Targeted Youth Service

Responsible to: Head of Targeted Youth Service

Status: Permanent, subject to ongoing funding

Hours: Full Time - 35 hours per week

Job Summary:

To coordinate our Mentoring and Befriending (Independent Visitor) service. To develop the existing service and have day-to-day responsibility of the service for Bolton Looked After Children. To help recruit and deliver training to volunteers; manage referrals for the local authority; match young people with suitable volunteers. To supervise and support volunteers, liaise with local authority and other relevant services and report back on outcomes. To ensure that children and young people are safeguarded at all times.

The role will require excellent communication and interpersonal skills in order to engage and negotiate with children and young people who have a broad range of needs. You will attend LAC Reviews and other relevant meetings around education to understand how best to support the young person and their volunteer.

Meeting targets as outlined by Local authority contracts and Head of Service is a significant element of this role to ensure the quality of support children/young people and their volunteers receive to achieve positive outcomes. This role requires a flexible working pattern and you will be expected to work some evenings and occasional weekends. You will also be expected to travel to different venues/locations.

KEY DUTIES & RESPONSIBILITIES:

- Develop a pool of Mentors and Befrienders sufficient to meet the needs of the service. This will include recruiting volunteers for children placed out of area.
- Recruit, train and induct Volunteers according to Safer Recruitment processes and BLGC policies and procedures.
- Safeguard and promote the welfare of children.
- Undertake risk assessments on all young people and activities as required.
- Match children referred to the project with an appropriate Mentor or Befriender in accordance with BLGC policies and procedures.
- Monitor matches through a case management system and direct contact with IVs, children, young people and other professionals.
- Provide informal and formal support for matched Mentors/Befrienders by way of telephone, e-mail, quarterly volunteer support group meetings and regular match meetings.
- Update and maintain case files on a bespoke case management system.
- Monitor Mentor/Befriender visits and budgets, complete monthly monitoring returns and prepare reports for quarterly monitoring meetings in order to ensure the service is reaching targets and keeping within budget.
- Produce a rolling annual programme of meetings with key personnel and teams relevant to the service, supported by BLGC promotional materials, in order to increase the number of Mentors/Befrienders and the number of referrals from young people.

- Work in co-operation with other BLGC services and provide cover for colleagues on occasions.
- Deliver case studies from services as requested by senior management.
- Partake in regular supervision and quarterly reviews.
- Attend relevant Co-ordinator groups.
- Uphold BLGC vision and values.
- Maintain confidentiality at all times and ensure proper observance of and adherence to all BLGC policies and procedures.
- Keep up to date with changing policy and legislation in regard to Children's Services and BLGC priority groups of children and young people. This may also extend to vulnerable adults.
- Work flexibly to meet the needs of the service, including evenings and weekends where necessary.
- Any other duties as reasonably required by BLGC.

Person Specification

Applicants should be able to demonstrate that they can meeting the following criteria via application form, documentary evidence, interview (if shortlisted)

	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> • Proven experience of face to face work with children and young people in a social care setting, particularly Looked After Children • Experience of engaging difficult and hard to reach children/young people • Knowledge of the legal and policy frameworks for Looked After Children, vulnerable children and young people and adults, and how this applies to the role. • Experience and understanding of child protection and safeguarding procedures. • Experience of making assessments on the individual needs of children young people and developing appropriate support packages • Experience of partnership working with other agencies to promote best outcomes for children/young people 	<ul style="list-style-type: none"> • Experience of delivering training to adults • Experience of working in the voluntary sector • Experience of line managing and supporting staff/volunteers • Experience of training young people or delivering group work • Knowledge of Children's' Rights
Aptitude Skills	<ul style="list-style-type: none"> • Ability to communicate effectively and to a high standard both orally and in writing to a wide range of people, maintaining professionalism at all times. • High levels of organisational, administrative and report writing skills • Proficient ITC skills and good record keeping • Ability to work on own initiative, prioritising and working to deadlines and work under pressure at times • Good working knowledge of Health and Safety, Safeguarding and working in a confidential environment 	
Qualifications	<ul style="list-style-type: none"> • Educated to a minimum Level 3 equivalent with good standard of English and Maths. 	<ul style="list-style-type: none"> • Professional qualification in either social work or a relevant field
Other	<ul style="list-style-type: none"> • Possess a full driving licence and have access to the regular use of a motor vehicle. • Able to travel widely according to the demands of the post, including to the BLGC main offices. • Positive attitude and self-motivated 	