



JOB DESCRIPTION

Title:	Street to School Project Worker
Starting Salary:	£21,000 per annum
Contract:	Fixed Term until Spring 2013
Department:	Runaway Services Department
Location:	Working extensively on an outreach basis in Sheffield (e.g. at schools) with regular attendance at the SAFE@LAST office in Dinnington.
Employed by:	SAFE@LAST
Accountable to:	SAFE@LAST Board of Trustees, via
Reporting to Line Manager:	Strategic Runaway Services Director
Hours:	37.5 hours per week. <i>The core hours will be worked mainly during weekdays (with an unpaid lunch break) but the post holder will be expected to be flexible to meet the needs of the charity.</i>

Main Purpose of the post:

- To support children and young people with their issues around running away and being missing from education, always aiming to keep them safe and supporting them to re-enter education.
- To advocate on behalf of children whose education has been disrupted due to running away episodes.
- Contribute to the learning process from this work and help shape future provision surrounding young runaways and being missing from education by working in partnership with all relevant agencies.
- To cover on-call management of the SAFE@LAST Helpline for children and young people as part of a monthly rota. *Please see enclosed 'background information' for more details.*
- To do a minimum of four care worker shifts a month in the SAFEPLACE refuge.
- To take on the role of Supervisor to a small team of Runaway Services Dept Staff.
- To manage, supervise and support students on placement at SAFE@LAST.

- To manage and develop our current monitoring and evaluating processes around the services we deliver to young people.
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Main duties and responsibilities:

Internal Communications and Reporting

- To liaise directly with the Strategic Runaway Services Director on a day to day basis.
- To keep up to date, accurate and confidential records.
- To manage and develop our current monitoring and evaluating process.
- To prepare a quarterly written report to the Strategic Runaway Services Director.
- To work effectively with all the Runaways Services Department.
- To respond to all internal emails and communications in a speedy and articulate manner.

Key Tasks

Direct Work with Young People

- To introduce, promote and engage schools and other relevant organisations in the work of SAFE@LAST.
- To make contact with and take referrals for young people who have run away, been thrown out of home or are at risk of doing so, from other relevant agencies.
- Contribute to and support the development of programmes of work within schools which highlight the needs and dangers for children and young people at risk through running away.
- Actively engage with children and young people, whose running away has led to them becoming detached from school, promoting their needs and contributing to a programme of support to help them continue in education.
- To listen to young people and respond to their immediate needs, issues and concerns, offering support and information as appropriate.
- To maintain contact with young people for an agreed time, working with the individual toward a negotiated resolution to their issues.
- To respond to developments in a flexible way and provide advocacy and mediation type services for young people.

- To contribute to raising awareness of the risks of running away to individuals and groups of young people.
- To initiate or contribute to new and existing Common Assessments (CAF).

Work with Agencies and Carers

- To liaise and negotiate with other relevant agencies to develop and promote the project's areas of practice in advocacy and support with young people.
- To mediate and negotiate for young people as appropriate with their parents/guardians carers and other professionals within the statutory and/or voluntary sectors.
- To advocate for young people in decision-making forums, including meetings with Social Services, attending case conferences, reviews, strategy meetings etc.
- To build on and develop links with other agencies such as Children and Young Peoples Services, South Yorkshire Police, Education, Health, YOT and establishing appropriate referral and support networks.

Policy

- To operationally interpret Information Sharing Protocols between SAFE@LAST and other Voluntary and Statutory agencies; published guidance on children who are missing from education and policies and procedures regarding children who are missing from home, care and/or education.
- To understand and work within all SAFE@LAST policies, procedures, protocols and guidance.
- To understand and work within the Every Child Matters Agenda and other relevant legislation including South Yorkshire Safeguarding Procedures.

External Communications & Liaison

- To represent SAFE@LAST in the wider community (including with AVIVA and Railway Children personnel as appropriate), acting at all times in a manner that positively promotes the aims and objectives of the charity. This includes attendance of meetings and conferences across South Yorkshire and the UK.
- Within the scope of the post to ensure that all relevant agencies, organisations and community groups from the Voluntary, Statutory and Corporate sectors (locally and nationally) are provided an opportunity to engage with the project.
- To develop positive and cohesive relationships with all bodies who will have a direct impact on the daily operation and effectiveness of the project and/or on continuity of care, e.g. Safeguarding Boards, Children and Young Peoples Services, Police, appropriate voluntary organisations.

- To work with appropriate services and partnerships to ensure that the project integrates successfully with other relevant initiatives.
- To assist with the promotion of the charity to external agencies and organisations through participation in presentations, seminars, conferences etc.
- To respond to all external emails and communications in a speedy and articulate manner.
- Any other duties as deemed appropriate by the Strategic Runaway Services Director.

Other

- The post holder will be expected to adopt a flexible approach to working hours to meet the needs of the charity.
- The post holder will be expected to take annual leave during the school holidays.
- To carry out any other duties and tasks deemed necessary by the Senior Management Team.
- The post holder must have access to road worthy, reliable and appropriate transport.

The post holder is also expected to operate at all times with due regard to SAFE@LAST policies on equality and diversity as well as health and safety.

August 2011



PERSON SPECIFICATION

Street to Schools Project Worker

Knowledge	Essential	Desirable
Issues facing Young People at risk of running away	✓	
Issues facing young people who are missing from education	✓	
Good understanding of Safeguarding procedures.	✓	
Relevant legislation and Government Policy	✓	
Equality and diversity in relation to service delivery	✓	
Discrimination in relation to service delivery.	✓	
Links to relevant agencies, organisations and community groups from the Voluntary, Statutory and Corporate Sectors		✓
Knowledge of effective preventative services		✓
Issues involved with inter-agency working		✓
Monitoring of projects	✓	
Working with children and young people around the risks of running away, sexual exploitation, offending, substance misuse and other dangerous activities		✓
Working knowledge of CAF (Common Assessment Framework)	✓	

Skills	Essential	Desirable
Develop and sustain positive working relationships with young people.	✓	
Develop and sustain positive working relationships and partnerships with a range of agencies/bodies	✓	
Communicate effectively and articulately with confidence (both written and oral)	✓	
Analyse and problem solve	✓	
Work to specified outcomes with minimal supervision	✓	
Use organisational skills to prioritise effectively manage a varying workload	✓	
Identify needs and develop appropriate solutions	✓	
Negotiate and resolve conflict effectively	✓	
Operate with flexibility (including working hours)	✓	
Hold a current, clean driving license	✓	

Qualifications and Experience of	Essential	Desirable
Relevant experience of working with children and young people.	✓	
NVQ Level 3 in Children and young peoples health and social care or working towards	✓	
Willingness to undertake NVQ level 4	✓	
Relevant qualification in working with children and young people e.g. youth work, social work, NVQ	✓	
Experience of IT systems, in particular outlook and office	✓	
Experience of record keeping	✓	
Experience of monitoring/evaluation	✓	
GCSE Maths and English to grade C or above	✓	

Other	Essential	Desirable
Following training, to answer helpline calls in the office	✓	
As this post will be required to regularly travel around the county, access to transport which is fit for purpose is required.	✓	
Be willing to travel throughout South Yorkshire and occasionally nation-wide to meet the needs of the charity.	✓	
To be flexible with working hours when required to meet the needs of the charity.	✓	