



## JOB DESCRIPTION: Project Worker

<b>Reports to:</b> Delivery Manager	<b>Responsible for:</b> n/a
<b>Date:</b> September 2020	<b>Salary band:</b> £18,000 - £22,000 (pro-rata FTE)

### Role and Responsibilities

Responsible for designing, delivering and evaluating high quality programmes to children, young people and families. This may include one to one coaching, facilitating group work and detached work in the community.

Key Tasks	% time spent
<p><b>Programme Delivery</b></p> <ul style="list-style-type: none"> <li>• Lead and facilitates high-quality programmes</li> <li>• Access current local and national information and guidance to inform programme content</li> <li>• Build strong relationships with key contacts within partner organisations</li> <li>• Establish and maintain relationships with parents, including supporting them to engage in wider community activities and signposting them on to other local services relevant to their need</li> <li>• Establish and maintain relationships with participants including signposting to other local providers relevant to their need</li> <li>• Ensure that all activity is risk-assessed and compliant with Brathay's safeguarding and health &amp; safety and GDPR policies and procedures</li> <li>•</li> </ul>	70%
<p><b>Programme Design and Development</b></p> <ul style="list-style-type: none"> <li>• Design, develop and update the programme content delivered in response to policy and guidance, the criteria of the funder, the needs of the partner and the needs of the programme participants</li> <li>• Understand and implement funder requirements</li> <li>• Communicate with programme participants and partners to design and develop programmes to meet their needs and to meet the project outcomes.</li> <li>• Keep up-to-date with relevant national and local developments and use to inform service development and deliver good practice</li> </ul>	15%
<p><b>Quality and Monitoring</b></p> <ul style="list-style-type: none"> <li>• Liaise with key professionals to share information and ensure integrated support for programme participants</li> <li>• Ensure that monitoring and evaluation information is accurate and kept up to date in line with current system</li> <li>• Ensure other essential data is recorded and reported in a timely manner e.g. action plans, consent forms, referral forms, etc.</li> <li>• Ensure quality of service provision by sharing good practice with colleagues and undertaking relevant training</li> <li>• Contribute to project reporting as required</li> <li>• Represent Brathay at internal and external meetings</li> </ul>	15%
<p><b>Additional and Miscellaneous</b></p> <p>In addition to the duties listed here, the post holder is required to</p> <ul style="list-style-type: none"> <li>• Perform other duties, which are assigned from time to time. However, such other duties will be reasonable in relation to the individual's skills, abilities and grade.</li> <li>• Complete tasks as noted on the attached 'Supplementary information sheet'</li> </ul>	

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**Skills and Experience**

Essential

- Experience providing support to children, young people and families
- Practical understanding of contemporary issues relating to children, young people and families
- Practical experience of delivering interventions that support children, young people and families
- Experience of programme design and evaluation against set outcomes
- Ability to engage with participants in group and one to one settings
- Able to evidence understanding of good practice when working with children, young people and families
- Self-motivated and able to work unsupervised
- Have a problem-solving approach
- Works well as part of a team
- Practical experience of identifying and reporting safeguarding concerns
- Ability to work in partnership to deliver best practise for participants and meet project outcomes
- Good planning and organisational skills and the ability to manage multiple priorities
- Able to be creative, generate new ideas and adopt unconventional approaches
- Enthusiastic and highly motivated
- Ability to communicate clearly both verbally and in writing
- Ability to report clearly and effectively against project outcomes
- Computer literate, and confident user of email, word processing and spreadsheets, preferably MS Office

Desirable

- Knowledge of Signs of Safety safeguarding practice

**Education and Qualifications**

Essential

- A relevant Level 3 qualification and/or equivalent experience
- Full clean driving licence and access to a vehicle
- First Aid Qualification or willingness to work towards

Desirable

- Professional qualification as a children’s workforce practitioner (e.g. qualified teacher, youth worker, social worker or healthcare practitioner.)
- PCV/D1 driving licence

**Project specific skills, experience, education and qualifications can be found in the ‘Supplementary Information Sheet’**

**Other Essential**

- **Mission, Legal Responsibilities and Policies:** participates in the development of, and adheres to, the Trust’s mission and values, plan, practice, and agreed policies
- **Health & Safety:** adheres to Brathay’s Health & Safety policy and procedures and any other statutory H&S requirements
- **Equal Opportunities etc:** adheres to Brathay’s Equality & Diversity policy, Safeguarding policy and any other policies that may be in force from time to time
- **Flexibility:** as Brathay is a small organisation, you may well be asked to cover for other members of the Trust during sickness, holidays etc. Specifically in this role, the jobholder will need to be flexible with regard to county-wide travel, and working evenings and weekends
- **Team-working:** co-operates with colleagues to the greater benefit of the Trust and undertakes any other reasonable duties as may be required from time to time
- **Research:** contributes to the work of Brathay’s Research Hub, as appropriate



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It is Brathay's intention that this job description is seen as a guide to the major areas and duties for which the jobholder is accountable. However, the business will change and the jobholder's obligations will vary and develop. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

**I understand and accept the above job description and agree to carry out the functions and duties of this post.**

Signed:

Date: