



Children and Young People's Engagement Officer

Job Description

Name of Organisation	Swinton Lock Activity Centre
Place of employment	Swinton Lock Activity Centre

Job Title	Children and Young People's Engagement Officer
Responsible For	To assist with the provisions for children and young people throughout the organisation
Responsible to	Children and Young People's Services Manager
Hours	37.5 hours per week (Up to 31 st March - Funding Dependant)
Salary	£22,000 per annum 6 month probationary period

Job Purpose

This is a new role to join our organisation to assist in the delivery of our Children and Young People's programme of work. In particular working alongside our delivery staff and volunteers in relation to our Re-engagement programme on a variety of delivery strands. To support and assist the Manager with delivery of programmes for Children and Young People Services.

Main Duties & Responsibilities

1. To work alongside the Children & Young People's Services Manager and staff/volunteers to maintain a high standard of support and activity provision at all times through our Children and Young People's services. As part of this responsibility you will be required to undertake the following:
 - To support vulnerable children and young people to see potential and achievements in what they can do to further enhance their learning experience.
 - To work alongside the Children and Young People's Services Manager to create, design and lead on activity clubs, youth sessions and events.
 - To develop sustainable and meaningful engagement activities for children and young people.
 - To support vulnerable children and young people on a 1-1 or via groups who attend our Re-Engagement provision.
 - To work with and liaise with Families/Carers, Schools and Professionals.
 - Working with schools and stakeholders, you'll be tasked with promoting Swinton Lock Re-Engagement Programme far and wide, working closely with the Children and Young People's Services Manager to follow a strategic, target driven plan.
 - To represent and attend meetings on behalf of Swinton Lock with professionals.

- To attend and/or contribute to multi-agency meetings in support of a young person and their needs
 - Provide direct support in activity sessions that require additional youth support and/or intervention.
 - To support the Children and Young Peoples Services Manager with the delivery of the alternative education provision
 - To work with Children and Young People to support them to re-engage into sessions, learning and achieving
 - To plan and deliver sessions in the absence of sessional tutors
 - To record and keep Children and Young People's files, reports, accreditations and qualifications up to date
 - To support sessional tutors with delivery of sessions
 - To work alongside the Children and Young Peoples Services Manager to plan activity sessions
 - Assess the needs of Children and Young People engaged with the programme to ensure additional support, advice and/or guidance is fit for purpose and supportive of the young person's individual needs.
 - To work in partnership with professionals from other agencies to support our young people, this will also include establishing youth awareness sessions for young people to gain a better understanding and awareness of issues such as sexual health, gang culture, drug and alcohol abuse, domestic abuse and healthy relationships as well as any other issues identified as part of our delivery programme.
 - To attend regular training and development opportunities to maintain up to date knowledge of safeguarding, health and safety requirements and local child protection policy developments.
 - To work within and promote the centre's policies and procedures at all times; including equal opportunities, safeguarding and health & safety.
2. This post will also require you to cover duties carried out by the Manager and/or delivery staff in cases of absence, annual leave and or training.
 3. This post will also require you to advocate on behalf of children and young people.
 4. This post will require you to work within and support all services/programmes for Children and Young People
 5. This post will require you to promote the organisation's provisions for engaging with our children and young people's service.

Whilst every effort has been made to outline all the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Also the post holder may, from time to time, be asked to undertake other reasonable duties commensurate with the grading of the post.



Personal Specification

Essential: The post holder is required to have the following:

- A minimum of a level 3 Youth Work Qualification or equivalent
- Experience in working to support children and young people.
- Experience supporting vulnerable children and young people 1-1.
- The post holder must be able to perform all duties identified within this job description with reasonable adjustments.
- This post requires a level of flexibility and the post holder must be willing to work evenings and weekends and occasional holiday time as and when required.
- The post holder must be able to keep up to date records and reports of the progression of all children and young people attending provisions in line with our duty of care, obligations to funders and in line with our policies and procedures.
- An understanding of good safeguarding practices and trained in safeguarding.
- An ability to liaise successfully with other professionals and agencies and where appropriate advocate on behalf of a child or young person.
- A willingness to undertake training identified as essential or relevant to the post.
- Successful track record of communicating and working with stakeholders and partners
- Ability to develop and deliver new pieces of work in line with the aims of objectives of the organisation.
- The post will be subject to an enhanced DBS check being carried out

Desirable: Skills that would add value to the post include the following.

- Degree qualification in youth work/health and social care/education
- Skills and or a passion for providing children and young people with new experiences
- Previous experience of supporting young people in completing various accreditation's such as AQAs, Arts Award or Duke of Edinburgh
- Experience in working with children and young people with additional needs
- Good IT Skills
- Experience of delivering workshop sessions with children and young people
- Ability to work as part of a creative team
- A driving licence and access to own vehicle for business use.

Special Conditions



- The post will require occasional evening and weekend work.
- The post will be subject to a DBS check being carried out at an enhanced level, every two years.
- The post holder must be able to perform all duties and tasks with reasonable adjustments where appropriate in accordance with the disability discrimination act.
- Where possible to arrange personal leave and lieu time to be taken commensurate with the needs of the centre and role delivery.
- Job Descriptions cannot be exhaustive and the post holder may from time to time be required to undertake other duties which are broadly in line with the above key responsibilities.

Terms of appointment

Salary: £22K per annum

Pension: 3% employer contribution 5% employee contribution

Location: Base location Dun Street, Swinton, Mexborough, S64 8AN

Hours of work: 37.5 hrs per week until March 2023 the number of hours after the 31 March 2023 will be subject to funding but it is hoped it will remain at full time

Annual leave: 25 days plus bank holidays (pro-rata from 1 April 2023 if hours have reduced)