



Job Description

Post:	Children and Young Persons Advocate
Location:	Knowsley, Merseyside
Responsible to:	Refuge Manager
Hours:	35 per week, Monday – Friday and 1 Saturday a month
Salary:	£24,494.68 includes 6% pension contribution

Purpose

To plan and deliver age-appropriate crèche and activity sessions for children and young people living in refuge, ensuring a stimulating and inclusive range of activities in line with the Early Years Foundation Stage (EYFS), Ofsted standards, and organisational policies. The postholder will be responsible for creating a safe, supportive, and welcoming environment that promotes the emotional, social, and educational development of each child.

Key Responsibilities

1. Assess and safety plan with child/ young person to identify children’s agreed support needs.
2. To plan, risk assess and deliver age-appropriate sessions with children and young people in the community.
3. Work with children and the non-abusive parent in a therapeutic and trauma-based approach to help them reach their full potential.

Service Delivery and Performance

1. To plan, deliver and review age-appropriate activity sessions as well as targeted one-to-one work with children and young people.
2. Plan and implement activity-based group sessions both within the refuge and off site.
3. Assisting with basic hygiene and toilet training as required.
4. Ensure a stimulating, sensitive and responsive service in a warm and welcoming environment.
5. To report to the refuge manager concerning the day-to-day operation of the crèche/activities and to prepare progress reports on individual C&YP as required.
6. To work collaboratively with the refuge staff team sharing information appropriately.
7. Ensure accurate records of contact with C&YP are maintained, including sessions attended, any incidents and progress/developmental milestones achieved.



8. To participate in the assessment, support planning and monitoring of progress for C&YP living in refuge.
9. To complete, or participate in the completion of Early Help Assessments and the associated Team Around the Family (TAF) meetings etc.
10. Support C&YP with their educational needs, by supporting them with their homework, as well as working actively in partnership with local schools to offer a package of support to the child/young person. Completion of school application forms.
11. To be aware of The First Step safeguarding children and safeguarding adults' policies and procedures and to work in compliance the requirements.
12. To work with refuge workers to ensure a package of support is provided to C&YP and their mothers, ensuring sensitivity to cultural needs and to address any issues such as discrimination and other barriers to accessing services.
13. To advocate on behalf of C&YP and, when required mediate between mother/child or between siblings/peers.
14. Attend annual residential holiday with C&YP and mothers/carers (depending on available funding).

Volunteers

1. To work in partnership with volunteers providing day to day support and advice.
2. In collaboration with the Refuge Manager to participate in the recruitment, selection and induction of volunteers.

Administration

1. To be self-servicing in terms of word processing, reports, letters, emails and all administrative needs.
2. To attend line management sessions as requested and to provide information on client work, service delivery and organisational issues to the Refuge Manager.
3. To implement decisions agreed in line management meetings.
4. To use the agency database (On Track System) for case management.
5. Ensure accurate records of contact with C&YP, information provided, support offered and referral to other agencies are completed.
6. To participate in evaluation work undertaken with users of The First Step services and co-operate in the ongoing evaluation of all The First Step services.
7. To undertake risk assessments for all activities to ensure that all health & safety requirements are met.
8. To participate in collating and maintaining an inventory of all C&YP equipment and resources.



9. To ensure that security of sensitive information is maintained in compliance with The First Step Data Protection and Information Management policies and procedures.

Building Management

1. To ensure any defects and maintenance requirements are reported in a timely manner and that health & safety requirements are met.
2. To ensure awareness of and compliance with the policies and procedures for women and C&YP leaving and entering refuge.

General

1. To keep up to date with domestic abuse issues and participate in all training courses, internal and external, relevant to the post, or to The First Step's commitment to providing a quality service to its service users and stakeholders.
2. To attend staff meetings, operational meetings and any other meetings as required. To attend all personal supervision meetings.
3. To represent the agency (including dress code) in a professional manner at all times.
4. To be aware of the differing cultural and special needs of women and C&YP using the refuge. Ensuring the service is available to all.
5. To work with other members of the staff team in actively promoting the provision of equity and access by The First Step and in promoting non-discriminatory practices in all areas of work.

General

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change. The job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post. All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. Since confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

This post is **exempt** from the provisions of Section 4⁽²⁾ of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore **not** entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the ACT and any failures to disclose such convictions could result in dismissal or disciplinary action by The First Step. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.



Principal Terms & Conditions

- Salary paid monthly.
- Employer pension contribution of 6%.
- 35 hours per week + 1 Saturday monthly – hours tbc
- Business mileage allowance of 45p per mile.
- 25 days annual holiday pro rata for part time plus statutory bank holidays.
- 365-day access to an Employee Assistance Programme.
- Death in Service Benefit
- Sick Pay
- Enhanced DBS

Children’s and Young Persons Worker – Person Specification

This person specification states the essential experience, knowledge, skills and attitudes which the selection panel will use to draw up a shortlist of applicants to be interviewed. When filling out your application form, please think carefully about how you can demonstrate that you meet each of the criteria in the person specification and give examples wherever you can. It is insufficient simply to repeat what it says in the person specification. **We are aware that we are asking for a wide range of skills and experience and will consider applications from people who would be prepared to build their experience, skills, and knowledge to acquire what is required.**

Education/Qualifications
<p>Essential</p> <ul style="list-style-type: none"> • NNEB, NVQ Level 3 e.g., Working with C&YP or equivalent. • Domestic Abuse Training. • Commitment to self-development <p>Desirable</p> <ul style="list-style-type: none"> • Paediatric First Aid Training. • Helping Hands / You and Me, Mum or other qualification.
Experience
<p>Essential</p> <ul style="list-style-type: none"> • Direct experience of working with children/young people. • Experience of organising and providing play and other activities. • Direct work experience of working with families impacted by domestic abuse. <p>Desirable</p>



- Experience of working in a residential setting, refuge, children’s centre, or other relevant agency.

Abilities/Skills/Knowledge

Essential

- An understanding of the nature of domestic abuse and its effects on survivors and children.
- An understanding of the effects of deprivation, trauma, and the environment on survivors functioning.
- Able to develop appropriate, professional, supportive relationships with abused survivor and their children, maintaining professional boundaries with users of the service.
- Able to initiate, promote and engage meaningful activities for service users.
- Good written and communication skills.
- Experience of risk assessment and support planning.
- Understanding of safeguarding children and adults’ policies and procedures.
- Skills on delivering group work to children and young people.
- An understanding of the additional possible needs of children from BME communities.
- Able to work in a reflective manner.
- The ability to communicate clearly and concisely, including the ability to listen actively and match communication to the needs of the recipients.
- Ability to take responsibility for own actions and behaviour being able to reflect on previous experience to improve practice.
- Demonstrable ability to work effectively within a team setting and within a line management structure.
- Ability to work flexibly and positively within a demanding environment.
- Ability to use Microsoft Office (word, excel, outlook etc.)
- A commitment to follow the policies, procedures and principles of The First Step and be committed to empowerment, support, and equality.

Personal/Attitudes/Qualities

Essential

- Non-judgmental approach to clients and other professionals.
- Flexible attitude to day-to-day tasks and be able to move from one task to another easily.
- Reliable and punctual.

Desirable

- Understanding of the needs of adults and children fleeing domestic abuse



Essential

- A driver with a clean driving licence and own car.
- Candidates must satisfy the interview panel that they have an objective distance from any personal experience of violence/abuse.
- This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975. It will be necessary for an Enhanced Disclosure to be made to the Disclosure & Barring Service for details of any previous criminal convictions.