

Position: Project Worker – Youth Befriending

Responsible to: Youth and Families Service Manager

Purpose of the Job

- To be part of a team who coordinate a volunteer befriending service, supporting children and young people, aged 5-16 years, in South West Edinburgh, who are affected by parental drug or alcohol use
- To work with the Service Manager and the youth befriending team to recruit, train and support volunteer befrienders – the volunteer befriending role lasts for 1 year
- To work closely with team members, family members and carers, partner agencies, social work professionals, teachers, and a range of stakeholders, as appropriate

Duties

Key Tasks

- To manage referrals and undertake assessments in partnership with children and young people, families, referrers and other relevant individuals.
- To identify, facilitate and support befriending matches between children or young people and an appropriate volunteer befriender. Managing a minimum caseload of 20 matches per year
- Maintaining personal files for children/young people and volunteers
- Keeping up to date with reviews for volunteers/families/young people in line with practice guidelines (every 3 months)
- Keeping up to date with local and national knowledge and guidelines relating to supporting parents/carers with drug and alcohol use
- Regularly attending meetings relating to practice i.e. Befriending networks common ground meetings, Inspire through volunteer Edinburgh and South West youth providers
- Providing new opportunities and responding to needs of parents/carers such as development of groups
- On call support on evenings and weekends for matches out in the community
- To maintain contact with children and young people, families, referrers and other relevant individuals, and if appropriate provide brief time-limited focused support to young people and parents/carers and signpost to other agencies throughout the period of the befriending
- To support the Service Manager to further develop volunteer befriender recruitment plan and training across the service
- To support and supervise a team of volunteers, ensuring all volunteers are members of the Protecting Vulnerable Groups (PVG) Scheme
- To develop and organise group activities programme in partnership with the Service Manager, with children and young people, volunteers and other workers
- To support the volunteer befrienders to plan the help the young person needs to engage with other opportunities available in their area and thus create new personal friendship networks, e.g. joining a free youth group (part of the LAYC network in Edinburgh), a local youth football team, or Scouts/Guides

- To work as part of the wider team to ensure services are delivered effectively; and to work in partnership with children and families, relevant professionals and other stakeholders to ensure the service remit is carried out with regard to statutory commitments and best practice
- To appropriately record, maintain and evaluate information gained through the process of assessment, monitoring and review; and to provide quantitative and qualitative data to the Service Manager and Chief Executive for preparation of reports and statistical returns
- To plan and develop work in line with policies, procedures and management systems, and to participate in the planning and review of service development
- To uphold best practice on safeguarding and the Broomhouse Hub Child Protection Policy
- Embrace monitoring and evaluation systems / processes as required.
- Undertake other tasks as agreed with the Service Manager and the Chief Executive.

Quality Assurance

- Regularly review, with the Service Manager, the quality of the service to children & young people ensuring that the key principles of Getting It Right For Every Child (GIRFEC) are applied.
- Ensure that the interests of children / young people and their families are at the forefront of all your activities.

Team work

- Effectively communicate, engage and inspire staff across the projects, and foster collaboration and team work throughout the organisation, including involvement in team meetings & staff meetings as required
- Undertake activities that will allow Space to respond to opportunities that arise from additional funding, service trials or pilots and other innovative projects
- To work as part of the wider team to ensure services are delivered effectively, including stakeholders to ensure the organisation's remit is carried out with regard to statutory commitments and best practice
- To fulfil organisational requirements in relation to receiving training and practice development, and to develop individual and team skills
- Work to legislative, ethical, policy and procedural requirements, adhering to Space's policies & procedures, including best practice on Safeguarding and Protection of Children and Vulnerable Adults, HR, Health and Safety & Operational, and participate in all policies being reviewed and updated
- Undertake relevant Continuing Professional Development and interest in the latest relevant literature
- Use communication systems to good effect including email/pigeonholes/meetings/notice boards
- Team work including taking part in the induction of staff and supporting other team members including offering constructive challenge where appropriate
- Understand fully the requirement for confidentiality in your work, balanced with data sharing with suppliers, stakeholders and others, being aware of GDPR.
- Care for the work environment to promote effective working
- Liaise with other voluntary, statutory workers and stakeholders as required.

Line Management, Support and Supervision

- Report to Service Manager on a regular basis and undertake Support & Supervision with the Service Manager

Behaviours

All staff are expected to:

- Nurture a culture of kindness through upholding and working towards our values – welcoming, fun, creative, bold and trustworthy.
- Be a role model for staff and stakeholders, showing optimistic, determined and positive leadership that will support our organisational aims and outcomes.
- Adopt a flexible leadership style with the ability to challenge as appropriate and able to give and receive constructive feedback.
- Embed a coaching culture within your areas of responsibility that upholds the values of the organisation.
- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning.