

Job Description

Job Title:	Children and Young People's (CYP) Wellbeing Co-ordinator
Hours:	35 hours per week – Fixed Term to 30th September 2022 <i>The postholder will be expected to work some evenings and weekends, as required by the role</i>
Salary:	£20,949 (inc. OLV) for 9 months – equivalent to £27,293 per annum.
Interview date:	Monday 6 th December at Crayford Manor House, DA1 4HB
Responsible to:	Community Connect Manager/CEO

Background

At Bexley Voluntary Services Council (BVSC) you will find a team who are absolutely committed to supporting a strong, sustainable, and influential voluntary and community sector that can make a positive impact on people's lives in Bexley.

We work hard, we help each other and go out of way to help others and find solutions rather than focusing on problems. We are positive and proactive and, although absolutely focused on our areas of expertise, we work as a team so that BVSC is the best it can be. **Above all, everything we do is to strengthen our local Voluntary and Community Sector.**

BVSC are initiating a new service which aims to provide prevention and early intervention work for young people, ensuring that they get the help they need and reduce the necessity for higher cost specialist service. The new project will connect 10–17-year-olds to existing voluntary sector services and provide a pathway to raise any concerns, issues and areas of need, specific to Bexley.

The postholder will be responding to the need we have seen as a result of Covid for young people in Bexley, working with local organisations, schools and healthcare professionals to co-ordinate and deliver a programme of support for children and young people, and will contribute to better emotional wellbeing for CYP as well as build capacity within the Community and Voluntary Sector. This is an exciting opportunity to get involved in a project within its early planning stages, and to have a real impact in bringing to life the first Social Prescribing service for Children and Young People in Bexley.

Key Duties;

- Be the primary point of contact for children and young people, and parent/carers accessing the service, arranging meetings by phone or in person as required
- Support children and young people, and parent/carers, to access voluntary sector services and activities as relevant to their needs
- Keep accurate records and enter relevant data on the monitoring database, ensuring compliance with policies and procedures
- Ensure information and advice regarding wider voluntary sector services, activities and resources is consistent, up-to-date, available on the database

- Keep track of each child and young person's engagement with the project and wider voluntary sector organisations to record outcomes
- Assist in the preparation of reports, monthly e-bulletins, publicity materials and monitoring
- Build strong working relationships with the wider voluntary sector and publicise the service with schools and healthcare professionals
- Attend staff meetings, supervision, and training as required
- Identify, report, and monitor any safeguarding concerns in accordance with the latest local procedures
- To comply with, and share responsibility for ensuring the implementation of, BVSC policies and procedures and key legislation such as GDPR and Safeguarding
- Undertake any other duties that may reasonably be assigned from time to time including travel throughout the borough to attend events and meet with volunteers and organisations.

These are the normal duties which are required of the position; however, we do require that all staff be flexible and may be required to perform other duties to ensure the efficient running of services.

Please note that the base for this role is Crayford Manor House, however the post involves working from various venues across the borough. It is unlikely that this post will be suitable for working from home unless there is a change in national guidance.

Please submit your CV and supporting statement (referencing the personal specification, skills & experience below) by 9am on Monday 29th November 2021 to admin@bvsc.co.uk

You will be advised if you are shortlisted, and interviews will be held on the Monday 6th December at Crayford Manor House - DA1 4HB.

If you have not heard from us by Tuesday 30th November, please assume your application was not successful, we are unable to provide feedback on applications which are not shortlisted.

If you have any questions or would like an informal chat, please contact Jattinder Rai or Carol Penny on 01322 524 682

Person Specification

We are looking for people who demonstrate personal qualities that are consistent with our organisational values, who have the right experience and skills for the role.

Key

Demonstrate suitability via: A-Application, I-Interview, T-Test

Values	What we expect of the Administration Assistant	
Integrity, honesty, and transparency	To do the right thing, even if it is not the easy thing. Is recognised by everyone as a person you can trust. Acts honestly, ethically, and legally in all that you do.	A,I
Showing respect	Treats all clients, team members and partners with dignity and respect. Respect the dignity and privacy of everyone you work with. You are a role model for inclusive leadership, treating people according to their needs.	A,I
Being responsive	Is innovative in response to change to achieve better outcomes. Commitment to continuously improving what you do to ensure the best for our communities.	A,I
Staying positive and proactive	A positive approach to your work, actively challenging negative attitudes, and behaviours. Being a champion of change. Challenges existing processes and always looking for ways to improve.	A,I
Working in partnership	Builds and grows external partnerships to maximise mutual benefits. Support their manager to develop a high performing team. Work together, and creatively, to produce the best outcomes for local communities. Share information appropriately. Recognising that we are stronger when we work co-operatively with others.	A,I
Learning and improving	Is driven to generate ideas which will improve and streamline ways of working. Recognises own areas of development and strives to improve on them. Actively seeks feedback of own performance and takes time to learn from the skills and knowledge of others. Commitment to continuously improve what we do to ensure the best for our communities.	A,I

Maintaining our independence	Support their manager to build a sustainable service. Consider sustainability when making decisions. Promote and protect the reputation of the organisation.	A,I
Safeguarding and professional boundaries	Continuously updates own knowledge of Safeguarding procedures and follows all guidelines. Aware of importance of boundaries and able to support team to work with a variety of vulnerable clients. Have the courage to speak up where there are concerns about the quality of services.	A,I

Skills and Experience

Essential		
Experience of working with children and young people in a person-centred way (for example, in health, social or community capacity)		A, I,
Committed to improving lives and communities		A,I
Excellent interpersonal skills with experience of working with people from diverse backgrounds. Ability to build rapport with a wide range of young people demonstrating empathy and understanding		A, I,
Experience of working within a framework of confidentiality and with access to sensitive personal data		A,I
Excellent IT skills including previous use of Microsoft Office and CRM database systems		A, I, T
Experience of demonstrating impact and user outcomes		A, I,
A creative problem solver and able to prioritise a varied workload, managing conflicting priorities to meet deadlines		A, I
Ability to develop and maintain relationships with professionals and voluntary sector providers across the borough		A,I
Enthusiasm, flexibility and a positive 'can do' attitude		A, I,
Desirable		
Existing knowledge of local services and resources		A, I,
Understanding of issues affecting children and young people and understanding of self-care principles		A, I
An understanding of Health and Social Care Services		A,I
Must have access to own transport (car, motorbike, bicycle) and able to travel efficiently across the borough		A,I