**CHEXS**

**(Registered charity number 1153769)**

**Supporting Families and the Local Community**

**Outreach Lead (Specialise Children & Young people) Job & Person Specification**

**Job Title: Outreach Lead (Specialise Children & Young people)**

**Reports To: CEO CHEXS**

**Salary: Salary of £25,000 to £28,000 depending on experiences and qualifications + 6% Pension Contribution**

**Note: (Term Time + additional weeks negotiable if preferred)**

**Annual Leave: 25 days annual leave**

**Term: Permanent**

**PURPOSE OF POST**

To lead and manage the CHEXS Self Esteem programme with a primary focus supporting and working closely with children, young people. The main aim of this role is to enable children and young people from families experiencing multiple disadvantages to participate in a range of activities and services to help overcome barriers to attainment and social wellbeing. These activities and services will help raise children and young people's self-esteem, skills and aspirations while addressing confidence issues that stop them achieving their potential. This role will include working with parents, supporting them and developing their ability to communicate with their child which can subsequently improve relationships and support development. By working with and supporting families, parents/carers and partner organisations you will promote the engagement of the child’s learning, development and wellbeing and contribute to the effective and efficient delivery of information.

**KEY AREAS**

1. Children & Young People Support
2. Parent Support
3. Service Development
4. Evaluation and Monitoring
5. General

**DUTIES AND RESPONSIBILITIES**

1. **Children & Young People Support** 
   1. To lead, provide and deliver targeted programmes of self-esteem enrichment activities such as:

* Creative projects to suit applicant’s abilities - young people mentor primary children and take responsibility for being positive role models within outreach settings.
* Young People create and manage habitat management within local community areas
* Outdoor team building projects may include residential weeks to increase skills and confidence whilst away from the home environment.
* Mentoring of volunteers, children and young people
  1. Develop and deliver CHEXS self-esteem programme outside-school-hours
  2. Develop and deliver CHEXS self-esteem programme outside of school term time.
  3. To work closely with partner organisations, providing appropriate intervention programmes and targeted work for children and young people experiencing multiple disadvantages (this will include outreach work)
  4. To help to identify children from families experiencing multiple disadvantages through statutory, voluntary and community bodies within Waltham Cross and the wider-Broxbourne area.
  5. Support children and young people and their families with unmet needs by engaging them in time limited one to one support by:
* Liaising with partner agencies (including attendance) and contribution to child protection conferences, reviews, core group meetings and school reviews as appropriate
* To support and direct the Family First Assessment process and the organisation of the Team Around Family (TAF)
* To support and direct Lead Professionals within CHEXS Wards settings modelling the role, providing information, advice and guidance and facilitating their role with the family.
* In case of difficulties, to broker the TAF and Key Worker role.
* To work closely with partner organisations, providing appropriate intervention programmes and targeted work for marginalised children and their families (this may include outreach work and home visits)
* To attend supervision, training and development opportunities as directed by senior CHEXS staff in order to develop skills and knowledge and keep up to date with developments related to this role.

1. **Parent Engagement**
   1. To support the Family Support Team (FSS) when required to ensure families have access to services, including promoting parental engagement within CHEXS area leading to their improved involvement in their children’s learning and well-being. There is a need within each service ward to respond to the specific needs of parents and to promote, and arrange direct services to meet these needs, linking with a network of professionals from statutory, voluntary and community agencies.
   2. To help to identify families who have unmet needs through statutory, voluntary and community bodies supporting the charity’s mission.
   3. To attend family support sessions when required to signpost appropriate intervention programmes for families. This may include school parents evening, information events and home visits.
   4. To provide transition support between the different age groups supporting the engagement of parents/carers in improving involvement in their children’s learning, development and wellbeing during school events.
2. **Service development**
   1. Contributing to the service development by working alongside the CHEXS Team and Trustees to evaluate service delivery and contribute to outcomes and monitoring reports.
   2. Representing CHEXS at external meetings, and networking locally to develop contacts, services and raise CHEXS network’s profile.
   3. Encouraging a culture of continuous performance improvement at both an individual and service level.
   4. Participating in training and development opportunities as agreed with the CHEXS Senior Team.
3. **Evaluation and Monitoring** 
   1. To keep clear electronic records and plans of all contacts with clients, professionals and meetings with external agencies. Ensure the efficient administration of services including distributing promotional materials, maintaining records and submitting reports as required
   2. To be responsible for the monitoring and evaluation of the CHEXS services and reporting outcomes to CHEXS Board and stakeholders.
   3. To ensure that all records and confidential information is stored in line with the Data Protection Act and CHEXS policies and procedures.
   4. Ensure that CHEXS CRM database is kept up to date. This will include updating the system with referral enrolments and evaluations
4. **General**
   1. Ensure compliance with legal, ethical, regulatory and social requirements.
   2. Manage personal resources and own professional development.
   3. To manage social media of CHEXS activities and events, including updates on Facebook, Twitter and any other social media.
   4. Promote a health and safety culture within the workplace, observe all health and safety rules and procedures as required, and where appropriate, conduct risk assessments.
   5. Ensure that essential information of a sensitive or personal nature is not disclosed or discussed with inappropriate persons or within inappropriate settings.
   6. To be an active and effective team member.
   7. Be prepared to travel outside of the Broxbourne area.
   8. To work some hours outside of normal office hours (including evenings and weekends). Time taken in lieu.
   9. At all times to carry out every aspect of your duties with due regard to CHEXS policies and procedures, including the Equalities statement.
   10. To ensure CHEXS mission, vision and values are embedded in the service delivery.
   11. To maintain a professional level of communication at all times.
   12. Maintain full accountability to services through supervision and group supervision.
   13. Undertake other duties as may be reasonably determined by line management, the CEO or Board of Trustees.
   14. Development and delivery of projects and initiatives to support charity objective.

**EQUAL OPPORTUNITIES**

CHEXS is committed to openness and equality of opportunity in every activity, from the way we employ staff to the way we deliver services. It is a central responsibility of members, managers and employees of the charity to ensure that every individual that we come into contact with is treated with dignity and respect. A copy of the full policy will be given to all staff, and a full briefing on the contents of the policy is included in induction.

The post holder’s duties must at all times be carried out in compliance with the CHEXS Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.

a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.

1. Co-operate with management of the Service as far as is necessary to enable the responsibilities placed upon the Service under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.

It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards service users or employees in any way that is in relation to their race, sex, marital status, religious belief, sexual orientation, age or health. The post holder should also counteract such practice or behaviour by challenging or reporting it.

**DISCLOSURE AND BARING SERVICE**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of CHEXS pre-employment checks. Please note that additional information referring to the DBS is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

**HEALTH AND SAFETY**

It will be the duty of every employee to comply with CHEXS’ policies and while at work to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.

**PERSON SPECIFICATION**

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| **Qualities** | **Essential** | **Desirable** |
| **Qualifications** | You will be educated to level 3 or equivalent and have experience of working in a multi-agency environment promoting partnership working. | Level 4 or above |
| **Special skills** | Relevant qualifications and/or experience working with Children and Young people.  Be able to work in physically demanding environment. i.e habitat management  You will have a broad understanding of family/children’s/education agenda.  You will have excellent negotiating skills as well as working effectively as part of a team.  You will be able to research, analyse and present information and data in order to assess the need for service development within a district/locality, | Protective Behaviors level 1  Protective Behaviours Intermediate  Team Teach and/or STEPS training |
| **Experience** | You will have experience working with children, young people and the local community with knowledge and understanding of how to respond to a diversity of needs and backgrounds.  You will have knowledge of children and young people’s development, Child Protection and Safeguarding policies and procedures.  You will be able to engage positively and negotiate, with professionals from a range of services to access appropriate support for children and families. | Previous experience of working in a charity.  Working with parents & carers  Previous experience within an education or local authority setting.  Identifying/supporting families with Drug/Alcohol problems  You will have experience of Integrated Processes and an understanding of support available to children and their families including parenting support. |
| **IT skills** | Outlook – produce emails and maintain filing system  Word – able to produce documents/letters, set up mail merges  Excel – able to set up spreadsheets including formula, charts and formatting.  PowerPoint – to produce presentations in presenting complex information to a range of audiences. | Previous experience of using bespoke databases |
| **Personal attributes** | The ability to adapt and take on challenges within the CHEXS charity objective.  Good communication skills  Able to work well as part of a team  Work well under pressure  Good organisational skills  Able to work on own initiative  Able to prioritise tasks and meet deadlines.  You will have a flexible problem solving approach to your work. | Mini Bus D1 licence |
| **Circumstances** | Possesses a full driving licence and access to own car to travel independently across various locations  Happy to work unsupervised and independently  Able to work some late afternoons/evenings to help with CHEXS projects and activities  Able to work occasional weekends to help cover community days |  |