

Job Description

Youth Project Development Officer

Job title:	Part Time Youth Project Development Officer- 12 month funded post
Reporting to:	Acting Operations Manager
Salary:	£22,000 per annum pro-rata
Hours:	21 hours per week: across 2 - 3 days
Holidays:	22 days statutory entitlement- pro rata equivalent (including 8 bank holidays)

Our Young Person's Ambassador program is an integral part of SARAC, being a part of the changes in attitudes and responses with sexual violence in the Burton & the surrounding areas. The post would suit a youth worker, teacher, teaching assistant, those passionate about hearing children's and young people's voices and transforming it.

Main Duties & Responsibilities

- Building on our Young Person's Ambassador Project the post holder will work in schools and colleges to recruit and develop new Youth Ambassadors.
- The postholder and students will create a training package to cascade to fellow students around Sexual Violence themes which promote the project and activities, work with school PSHE subject leads at local secondary schools, and become the community champions with their peers.
- Support the Ambassadors to organise, deliver, and manage the project, to include linking in with external agencies who might provide training and experience for the Ambassadors.
- To provide Ambassadors with emotional support, following our in house intensive specialist training.
- Support the aims, values and working principles of SARAC and to work in alignment with SARAC's policies and procedures.
- To take all possible steps to ensure the safety and confidentiality of the service users, staff and volunteers at SARAC and abide by data protection policy and procedures.
- To adhere to the British Association of Counselling and Psychotherapy ethical framework.
- To work in liaison with and take supervisory instruction from the Acting Operations Manager ensuring that prescribed outcomes are delivered, and funding spent appropriately.
- To collect, maintain, analyse, and report on quantitative and qualitative data for the Young Person's project.
- To contribute to the development and delivery of additional services for young person's aged 11-18 as identified through feedback and evaluations of the service by service users.
- To raise the profile of SARAC and knowledge of the services to the wider community.
- To assist in delivery of training to a variety of audiences.
- To assist in the preparation of training materials.



- To assess risk of harm to service users/self/others and to take action as appropriate in relation to safeguarding of children and vulnerable adults.
- To undertake SARAC training as and when required and maintain continuous personal development that will benefit the service.
- To attend all related meetings or case conferences, SARAC's Annual General Meetings and others as required including external multi-agency networking events.
- To undertake other tasks within the spirit of the job as deemed appropriate by the Operations Manager.

Young Project Development Officer – Person Specification

Criteria	Essential	Desirable
Counselling qualification at diploma level or above (qualified or working towards)		✓
Eligible for Accreditation with BACP or equivalent governing body		✓
Post qualification or training in working with trauma and /or victims of sexual violence		✓
Knowledge and experience in working with young people 11 to 18 years	✓	
Experience working as a counsellor or emotional support worker.		✓
Experience/knowledge of working with child survivors of sexual abuse		✓
Knowledge of adult and child safeguarding issues, legislation and best practice	✓	
Ability to demonstrate a high degree of professionalism in the face of highly emotive/distressing problems	✓	
Understanding of anti-discriminatory working principles and practices and of the importance of an ethos of diversity.	✓	
Willingness to undertake SARAC training both initially and ongoing	✓	
Commitment to on-going professional learning and development	✓	
Experience in networking with a wide range of individuals and organisations	✓	
Excellent verbal and written communication skills	✓	
Excellent presentation skills	✓	
Experienced in writing reports and producing statistical data	✓	
Ability to adhere to organisational policies and practices	✓	
Experience of working within a funded project framework.		✓
Ability to organise and prioritise own work and work to deadlines	✓	
Have a flexible approach to working hours including occasional evening and weekend work	✓	
Possess a full driving licence and use of own vehicle	✓	