**Young Person’s Team Coordinator**

Our vision at SARAC (sexual abuse rape advice centre) is to help create a world free from sexual abuse, and we make it our mission to provide trauma-informed 1:1 support and education to all people affected by sexual violence in Burton and District.

We are a growing charity in Burton-on-Trent, with a dedicated Young Person’s Team committed to developing our services to build a continuation of support following trauma through sexual violence.

Abuse does not discriminate and can affect anyone regardless of disability/impairment , sexual orientation, race/ethnicity, religion, age, marital status and gender. As a charity we celebrate and value difference and provide equal and inclusive access to all our services.

SARAC is a long standing charity who have the support of funders who understand and see the positive impact our service has on aiding recovery of trauma.

Due to recent success in funding, we are seeking a ‘Young Person’s Team Coordinator’ to join our dedicated, continuously growing Young Person’s Team.

* Are you looking for a varied role where no two days are the same and each day you really are making a difference?
* Communication is key - Are you a confident communicator when it comes to speaking with young people about feelings, emotions and also external agencies?
* Are you a natural organizer and react swiftly with changes around diary management?
* Do you want to work for an agency that utilizes personal strengths? And ready for growth?

Facilitated with our intensive specialized training, we require an individual who understands young people, to help them with emotional support or counselling after sexual violence.

This is not your average coordinator/administrative role, you will be supporting a team to ensure the smooth running of our service administration and coordinating the support.

You might be the very first person a young person has spoken with about their abuse, you will be equipped with the training to handle the disclosure correctly, whilst using your relationship building skills to help the young person feel comfortable with their possible first steps to healing and recovery.

This role would suit anybody with experience working in schools, children’s services or community groups directly with young people 1:1 and their families.  This is an emotional support role and would be a great opportunity for those already or thinking about carrying out a counselling qualification.

An enhanced DBS check will be carried out for this role with a check against the Children Barred List.

Commitment to our training is essential and successful completion is required for the role.

To access an application form, please go to our website, [www.sarac.org.uk](http://www.sarac.org.uk).

**Job Description**

**Young Person’s Team Co-ordinator**

**Job title:** Young Person’s Team Coordinator – 12 month funded post

**Reporting to:** Acting Operations Manager

**Salary:** £22,000 per annum pro-rata

**Hours:**  30 hours per week

**Holidays:** 22 days statutory entitlement- pro rata equivalent (including 8 bank holidays)

**Main Duties & Responsibilities**

To be the first, crucial point of contact supporting young people or their referrer with trauma responses following sexual violence. To carry out face to face assessments out in education settings across Burton and surrounding areas, triage and refer to the appropriate team member or service at SARAC.

Supporting the Acting Operations Manager to co-ordinate the recruitment, training, and delivery of face to face sessions for young people, lead with organising education programmes for the various awareness sessions delivered, ensuring that the systems run smoothly.

**Specifically :**

* Supporting the Young Person’s Lead to ensure a good level of organisation of the service delivering emotional support, counselling and awareness sessions.
* To support the Young Person’s Lead in ensuring the clients’ needs are met through high quality emotional support and counselling.
* To carry out face to face assessments with Young People at our centres in Burton and Tamworth or in their education settings across Burton and surrounding areas.
* Safeguarding Officer duties, to ensure the safeguarding process is followed and that any concerns are escalated in accordance with policy and procedure.
* To assist with the recruitment and training of all developing roles including ambassadors, counsellors, and emotional support workers.
* To coordinate monthly team meetings and to attend events.
* To co-ordinate service provided by the Young Person’s Team through effective diary management, due diligence, accurate use of Lamplight system and relevant paperwork.
* To collect and maintain data around numbers of young people and the impact of the support to assist the collection of monitoring material for funders
* To be the key first point of contact for all team members
* To ensure the accurate monitoring of beneficiaries and spend as set out for the project
* To ensure the referral, allocation and closure of client cases is completed with adherence to timelines and processes.
* To be responsible for administration relating to the service e.g., emails and contacts.
* To provide weekly updates on the service to Young Person’s Lead and to contribute to and attend team meetings.
* To support the evaluation process by taking responsibility for client and service reviews.
* To maintain accurate records and monitor statistics for the service
* To keep own knowledge updated around relevant information and training.
* To work with the team to ensure that the profile of the organisation and access to its services is maximised within the target area.
* To undertake any other tasks relevant to the post.

**Person Specification - Young Person’s Team Coordinator**

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| **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 (including those with additional needs) | 🗸 |  |
| 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 | 🗸 |  |
| Ability to work individually and as part of a team | 🗸 |  |
| Ability to organise and prioritise own work and work to deadlines | 🗸 |  |
| Experience of working within a funded project framework |  | 🗸 |
| Have a flexible approach to working hours including occasional evening and weekend work | 🗸 |  |
| Possess a full driving licence and use of own vehicle | 🗸 |  |