**Job Description**

Title: Children and Young People Service Coordinator

Area: Community

Reporting to: CYP Team Leader

Base: Salford Social Care Team

Hours of work: 22.5 hours

Salary/scale: £15, 380 (actual)

**Background**

Trafford Domestic Abuse Services (TDAS) is an independent voluntary organisation that has been operating since June 1990, is a Company Limited by guarantee and a registered charity. TDAS is the only specialist agency in Trafford who deliver services to adults, children and young people who are experiencing or have experienced domestic abuse. We are funded for our services through various funding streams and are in the process of looking for further areas of funding to enable us to extend the services we provide in the borough of Trafford and Salford.

**Purpose of the role**

To Coordinate the set up and delivery of a new Children and Young People (CYP) support service in Salford. To lead and supervise the CYP team, ensuring the provisions of a flexible range of services for children and young people who have suffered domestic abuse living in the community. To consult with all service users and stakeholders, in order to evaluate and improve the CYP service to meet the needs of children and young people.

**Main Duties**

* The set up and project management of the new CYP service
* Provide Induction, Management and supervision and direction to the CYP team.
* To attend relevant team meetings and networking events in order to promote the new CYP service
* Manage and coordinate the referral processes for programmes and 1-2-1 sessions.
* Coordinate the delivery of TDAS R’Space© programmes for CYP who have or are living in a domestic abuse household.
* Coordinate the delivery of TDAS SOSN© programmes for CYP identified as in need.
* Coordinate the delivery of Safer Smarter Futures project in schools.
* Support the Services Manager on reporting and delivery of Outcomes as highlighted in funders requirements.
* Hold regular Allocation and Case Management sessions with the CYP Team
* Conduct Regular CYP File Audits.
* Liaise and work in conjunction with TDAS senior management team to provide a holistic support service to families across all TDAS services.
* Liaise and work in conjunction with key agencies ensuring that multi-agency work is undertaken as part of the process involved in the assessment and delivery of services provided to children and young people.
* Access regular feedback from service users to ensure the continued improvement of services and support offered to children and young people by TDAS.
* Attendance at internal and external meetings to support the delivery and development of the CYP Service.
* To deliver awareness raising sessions to the public on domestic abuse and its effects on families
* To cover any staff absences and temporary gaps to ensure continuity of service delivery for CYP
* Research and apply for grants / funds that would support delivery of CYP service
* To plan and manage own workload working on own initiative, often in times of crisis
* To be aware of, implement and keep up to date with Child Protection/Safeguarding Procedures in accordance with TDAS and Salford City’s Child Protection/Safeguarding policies and procedures.
* To ensure regular health and safety procedures including risk assessments are completed for CYP related activities
* Work in partnership with children, young people, families, staff, statutory, voluntary and community organisations to promote the welfare and wellbeing of all children and young people living in the Refuge and the Community.
* Provide a welcoming, safe, stimulating and inclusive environment in which children/young people can be supported, enjoy themselves, develop to their full potential and meet the requirements of Every Child Matters and current legislation.
* Work with TDAS team to promote and support the development of TDAS.
* Work to the standards laid down within the bounds of the Policy and Procedures of TDAS, including Equal Opportunities, Equality & Diversity, Data Protection, Child Protection and Safeguarding vulnerable Adults, Health & Safety and core service user policies at all times. This is not an exhaustive list and all other policies and procedures within TDAS must be complied with.
* Undertake any other reasonable duties as requested by the Head of TDAS and the Services Manager, commensurate with the grade and job title of the post.

**Person Specification**

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| **Qualifications and Experience**  | **Yes** | **No** |
| NNEB/NVQ level 3 or equivalent qualification in Child care and education, Social Care or TeachingMinimum of three years experience of working with children and young people in a domestic abuse settingMinimum of two years managing/leading a team  |  |  |
| **Skills & Knowledge** | **Application**  | **Interview** |
| Experience of working with children and young people in a crisis situation, demonstrating strong crisis management skillsKnowledge and understanding of the effects of domestic abuse on men, women, children and young people and relevant legislationKnowledge of the levels of risk relating to domestic abuse and the processes in place to reduce and manage risk safelyChild and Young person developmentExperience of case management Understanding and knowledge of principles of undertaking risk assessment, support planning and delivery of servicesDetailed knowledge of Child Protection and SafeguardingI.T./Computer literateReport and letter writingExcellent verbal communication and negotiation skillsAbility to maintain professional boundariesExperience of multi-agency working  | **X****X****X****X****X****X****X****X****X****X****X****X** | **X****X****X****X****X****X****X****X** |
| **Desirable**  |
| Full driving licence and access to a car for workUnderstanding of the domestic abuse sector and the role and remits of statutory and voluntary agencies in the sectorWorking knowledge of all relevant Policy & ProceduresUp to date knowledge of Health & Safety requirementsFirst Aid Qualification | **x****x****x****x****x** | **X****x** |
| **Competency/Behaviour** |
| 1. Proactive
2. Compassionate
3. Non-Judgemental and positive attitude
4. Empathetic
5. Approachable, flexible
6. Time management
7. Committed to continuous improvement
8. Team player as well as an individual player
9. High level of self motivation
10. Service provisions of a high standard to all users
11. Excellent communication skills at all levels
12. Planning, organisation, implementation and evaluation
13. Communication with service users, team members, Board of Trustees and external agencies
14. Continuous improvement
15. Team work
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**Additional Requirements**

The post holder will be required to liaise with –

Head of TDAS, Team Leader, Accommodation and Community Services Teams, Statutory, Voluntary Community Organisations and other professionals

**This post is subject to enhanced DBS disclosure checks**