



<b>Job Profile</b>	
<b>Job Title</b>	<b>Young Persons Support Worker (YES Project)</b>
<b>Hours per Week</b>	37
<b>Salary</b>	Up to £23,069 FTE (dependent upon experience)
<b>Fixed Term</b>	9 - 12 months
<b>Maternity Cover</b>	From November 2020
<b>Responsible to</b>	Specialist Services Team Manager
<b>Responsible for</b>	N/A
<b>Service/Team</b>	Youth Employability Support (YES Project)
<b>Job Number</b>	YES-HR-022
<b>Base/Location</b>	38 Leicester Road, Loughborough, Leicestershire, LE11 2AG

<b>Job Purpose</b>
<p>The YES Project is a partnership of seven youth organisation and charities from across Leicester and Leicestershire. The Bridge is one of those seven delivery partners and the project is funded by The National Lottery Community Fund and the European Social Fund.</p> <p>Our purpose is to support local young people to overcome challenges and barriers that have prevented them from finding a job or seeking further education. Working together as the YES Project means we can offer a range of courses, and support services tailored to an individual's needs that will help them to:</p> <ul style="list-style-type: none"><li>• Believe in themselves</li><li>• Achieve qualifications and learn new skills</li><li>• Prepare for work</li></ul> <p>Everyone enrolled on the YES Project will be assigned a key worker who will support them throughout their journey and help them to achieve their goals. Working for The Bridge, the Young Person's Support Worker will be a key worker for the YES Project and will provide specialist support to help young people with additional needs and complex issues.</p> <p>Support will include, but not be limited to, finding suitable accommodation, preventing homelessness, accessing appropriate statutory services, improving health and wellbeing, mediation with family members and utilising appropriate harm reduction techniques.</p>

<b>Main Duties and Responsibilities</b>
<p><b>Operational Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To conduct in depth needs assessments with young people to support their participation with the YES Project</li> <li>• To provide intensive one to one support with young people who have been identified as having additional discrete, complex needs, enabling them to engage and sustain participation with YES</li> <li>• Provision of intensive support will include, but not be limited to: <ul style="list-style-type: none"> <li>1. Finding and accessing suitable accommodation</li> <li>2. Homelessness prevention</li> <li>3. Mediation between the young person and their family</li> <li>4. Referral to, and support to access, specialist statutory services</li> <li>5. Accompanying the young person to appointments</li> <li>6. Building confidence, self-esteem and resilience</li> <li>7. Improving a young person's health and wellbeing</li> </ul> </li> <li>• To liaise closely with other YES Project partners, to develop and maintain professional relationships to ensure that young people receive a holistic and seamless service</li> <li>• In conjunction with other delivery partners, to develop outreach/referral/signposting networks to actively promote the YES Project across Leicester and Leicestershire</li> <li>• To maintain and develop robust partnerships with various agencies in the voluntary and community sector and local authority departments such as: Adults and Communities, Children's Social Care, Adult Social Care etc.</li> </ul>
<p><b>Other YES Project Duties</b></p> <ul style="list-style-type: none"> <li>• Effectively create, manage and close down participant files, ensuring all relevant paperwork and documentation is completed to guarantee compliance with funders</li> <li>• Complete individual KPI spreadsheets/action plans in line with individual targets and project outcomes for monthly and quarterly monitoring reports</li> <li>• Ensure the Charity Log CMS is updated in a timely manner, ensuring accurate recording</li> <li>• Support the delivery of the YES 'Equalities' and 'Sustainable Development' Action Plans</li> <li>• Attend regular YES Team Meetings, whilst ensuring meaningful contribution to the development and sustainability of the project</li> </ul>
<p><b>General Organisational Duties</b></p> <ul style="list-style-type: none"> <li>• To comply with, and adhere to, The Bridge's Quality Management System (QMS)</li> <li>• To take responsibility for producing your own correspondence</li> <li>• To engage with, and contribute in, your own Training and Continual Professional Development</li> <li>• To embed and exhibit The Bridge (East Midland) Values and Ethos in your work</li> <li>• To take responsibility for your own health and safety and that of others in line with The Bridge (East Midlands) Health and Safety Policy</li> <li>• To ensure you have an awareness of the categories of abuse, and the processes involved in the safeguarding of children, young people and vulnerable adults</li> <li>• To undertake other duties as required by the Chief Officer to ensure the smooth running of The Bridge</li> </ul>
<p><b>Special Factors</b></p> <ul style="list-style-type: none"> <li>• This role is required to work occasional evenings and weekends</li> <li>• This role requires a full driving licence and a car</li> </ul>

## Person Specification

The following criteria define the relevant knowledge, experience, skills and abilities which a candidate will need to demonstrate throughout the recruitment process. The criteria will be assessed at different stages including Application (A), Interview (I), Test (T) or Presentation (P).

In the final column we have provided a weighting in respect of the importance of meeting each criterion; 1 necessary, 2 important, 3 essential. The answer to each criterion will then be scored by members of the shortlisting panel on a scale of 0 to 2; 0 unmet, 1 part-met and 2 met.

The total score of the application form will then be converted into a percentage which will be assessed against the organisational shortlisting thresholds. Candidates who meet, or exceed, this threshold will be invited to interview.

No.	Criteria	A	I	T/P	W
1	Substantial experience of working with young people under the age of twenty-four (24)		X		
2	Substantial and demonstrable experience of assessing the needs of individuals and identifying their support needs		X	X	
3	A qualification in Mediation or Social Work, or substantial experience working in a similar setting or job role				
4	Thorough working knowledge of the social issues affecting young people who are not in employment/education or training		X	X	
5	A working knowledge of Windows and software, including Microsoft Office & other complex CRM databases (e.g. Charity Log)				
6	Substantial and demonstrable experience of engaging and maintaining professional relationships with hard to reach clients		X		
7	Ability to engage with a broad range of professionals utilising high level written and verbal communication skills	X	X		
8	Ability to set and work within challenging targets and achieve high level outcomes		X		
9	The ability to work on your own initiative and organise and manage several work strands simultaneously		X	X	
10	The ability to deliver clear and concise presentations to promote a new service and encourage referrals from a range of stakeholders				
11	A high-level commitment to the principles of confidentiality and how these are embedded into day to day work with clients		X		
12	A high-level commitment to ensuring that The Bridge's Values and Principles are embedded in your day to day work		X		
13	A thorough understanding of equal opportunities and diversity and how to counter discrimination within a service delivery setting		X		
14	A thorough understanding of safeguarding processes and procedures for children, young people and vulnerable adults		X		

## Document Control

<b>Prepared by</b>	Chantelle Bramley	<b>Date</b>	13.10.2020
<b>QMS Document No.</b>	YES-HR-022	<b>Version</b>	v4.1