

Job Description	
<b>Job Title</b>	Project Facilitator
<b>Salary Range/Grade</b>	J £26,033 to £30,361 per annum
<b>Job Location</b>	Surrey based, working in the community
<b>Hours Per Week</b>	37
<b>Reports To</b>	Service Lead
<b>Responsible For</b>	N/A
<p><b>What positive impacts will this position have on children, young people and families?</b></p> <p>Join our vibrant and dedicated team driving innovative interventions and groundbreaking initiatives focused on rehabilitation, empowerment, and support. Through our impactful Boys2men programme and new girls interventions programmes, we significantly enhance the lives and prospects of children and young people involved in offending behaviour.</p> <p>These initiatives foster a deeper understanding of the transition from childhood to adulthood, emphasising the importance and influence of positive role models, nurturing healthy relationships within families and peer groups, raising awareness of gang dynamics, and fostering overall personal development. By encouraging self-reflection and growth in a safe and supportive environment, we empower children and young people to recognise the impact of their actions on themselves and others.</p> <p>As a valued member of the team, you will collaborate within a multidisciplinary team framework alongside key professionals, and external partner agencies. Your role will involve providing vital support to children and young people.</p>	
General Description	
Task	
<ul style="list-style-type: none"> <li>• To deliver the Boys2Men programme and BeLeave project to a high standard to children and young people who have been identified and referred or self-referred within community settings such as schools, children and family centres, youth clubs and community centres.</li> <li>• Promote young people’s self-awareness, confidence and participation through facilitating exploration of their values and beliefs, encouraging their involvement in the design of their service and supporting them in evaluating the impact of the service upon their own situation.</li> <li>• Work with young people and their families to identify priorities, support needs, interventions and goals, developing and implementing strategies for securing these, using assessment and monitoring to motivate young people and their families to achieve a shared and mutually agreed support plan/ contract.</li> <li>• Monitor and record an individual caseload and further help to support children and young people</li> <li>• Communicate and negotiate appropriately and professionally with children, young people, colleagues, and multi-agency partners, contributing to the running of the service, responding to ongoing change, and solving problems within the service</li> </ul>	

## Job Description & Person Specification

<ul style="list-style-type: none"> <li>To work alongside other agencies to assess, provide and promote multi-disciplinary workflow within the establishment</li> </ul>
<ul style="list-style-type: none"> <li>To ensure that the policies, procedures, and practice for safeguarding and promoting the welfare of children and young people are implemented effectively within Spurgeons and relevant Local Safeguarding Children Board policies and procedures</li> </ul>
<ul style="list-style-type: none"> <li>To maintain vigilance for the health and safety / fire safety policies and procedures applicable to each of the venues utilised</li> </ul>
<ul style="list-style-type: none"> <li>To use a range of approaches and skills to effectively engage with children and young people</li> </ul>
<ul style="list-style-type: none"> <li>To use IT software including Microsoft Word, Excel, and web-based software to produce required documents for use within the service and to record case notes</li> </ul>
<ul style="list-style-type: none"> <li>To be responsible for own performance, regularly identifying areas to improve own performance, attending regular monthly supervision, participating in appraisals, and undertaking identified learning and development identified in Personal Development Plan</li> </ul>
<ul style="list-style-type: none"> <li>Contribute to the creation of presentations and deliver presentations in community settings such as schools, children and family centres, youth clubs and community centres.</li> </ul>

<p><b>What you will have achieved by month 3</b></p>	<ul style="list-style-type: none"> <li>Completed induction, mandatory and required training and have worked with colleagues to become confident in the understanding of the programme and its delivery</li> <li>Have read and understood organisational policies</li> <li>Made progress in visiting schools within the geographical area</li> <li>Building understanding of the community</li> <li>Building relationships with external partners</li> </ul>
<p><b>What you will have achieved by month 6</b></p>	<ul style="list-style-type: none"> <li>Successfully completed probation</li> <li>Integrated into the multi-disciplinary team</li> <li>Confident in the delivery of most aspects of the programme</li> <li>Confident in using recording systems</li> <li>Confidently contributing to team meetings and service objectives and outcomes</li> <li>Holding a full manageable caseload</li> </ul>
<p><b>What you will have achieved by month 12</b></p>	<ul style="list-style-type: none"> <li>Attending multi agency meetings</li> <li>Confidently setting up of groups</li> <li>Working independently</li> <li>Demonstrating good impact and outcomes of the programme by way of programme evaluation</li> <li>Effectively collating, monitoring and investigating data to determine trends</li> <li>To be confidently contributing to the overall business strategy of the programme</li> </ul>



Type	Description	Essential/ Desirable
<b>Qualification(s)</b>	<ul style="list-style-type: none"> <li>NVQ 3 or equivalent in Youth Work, Youth Justice, Family Support &amp; Community Work or experienced in these areas</li> </ul>	<b>D</b>
<b>Professional Registration</b>	<b>N/A</b>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>A working knowledge and demonstrable understanding of The Children Acts of 1989 and 2004 and United Nations Convention on the Rights of the Child</li> <li>Child protection and safeguarding issues, including Safeguarding and Child Protection policies, procedures and systems</li> <li>Knowledge of Child Development and the impact on children from issues such as domestic violence, substance misuse and parental mental health</li> <li>The Data Protection act in relation to working with Children families and multi-agency working.</li> <li>Equal opportunity and diversity in assessing and responding to the needs of children and families</li> </ul>	<b>E</b>  <b>E</b>  <b>E</b>  <b>D</b>  <b>D</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills – effective in a variety of settings and range of people</li> <li>Effective persuading, communicating and interpersonal skills to gain commitment, confidence, and compliance.</li> <li>Responsive to direction and challenge.</li> </ul>	<b>E</b>  <b>E</b>  <b>E</b> <b>E</b>





## What We Expect From You

### Our Values:

Everything we do is driven by our values which define who we are and how we work together to support children, young people and families. Our values are at the core of everything we do.



Compassionate



Fair



Committed

### Our Behaviours:

We have certain expectations of your interactions with our colleagues, our partners, children and the general public. We would expect that you exhibit these behaviours as an employee of Spurgeons.

- Put children and young people first in everything we do
- Respect and value every individual
- Listen to understand without judging
- Be open and honest with kindness
- Persevere to be our absolute best and do what we say we will do
- Bring out the best in each other as we work together for the right result

### Safer Recruitment & Employment Policy:

As part of Spurgeons Safer Recruitment & Employment Policy, any appointment to this role will be subject to the completion of a DBS application and obtaining satisfactory references.

### Equal Opportunities For All:

We actively encourage applications from a broad and deep range of backgrounds and experiences. We are a Disability Confident Employer.

