

NATIONAL YOUTH ADVOCACY SERVICE

JOB DESCRIPTION

Independent Visitor Co-ordinator - Bucks

Hours:	Part time: 22.5 hours per week
Location of post:	Based at Bucks office, Aylesbury
Main purpose of position:	To recruit, train and support Independent Visitor Volunteers
Accountable to:	Operations Manager
Leave:	26 days pro rata per annum/subject to negotiation
Pension:	Group pension scheme
Probationary period:	6 months
Salary:	Dependent on experience

1. *General Responsibilities*

- 1.1 Subject to the direction of the Board of Trustees, to assist in the management and development of the work of NYAS in such a way as to achieve the objectives set out in the Memorandum and Articles of Association of NYAS using methods which meet the highest standards of professional practice.
- 1.2 In carrying out their duties the post holder will be particularly aware of the requirements of Article 12 of the UN Convention on the Rights of the Child which deals with the right of any child or young person to be consulted in decision making and to be “provided the opportunity to be heard in any judicial and administrative proceedings affecting the child or young person, either directly or through a representative or an appropriate body in a manner consistent with the procedural rules of national law.”
- 1.3 Assist in the development of policies and strategies, which facilitate the participation of young people in the development of public services and the agency, and enable them to contribute to the development of national, regional and local policies concerning young people and practices.

2. *Specific Duties and Responsibilities*

- 2.1 To deliver an Independent Visitor service according to the contractual agreement with the Local Authority.
- 2.2 To actively participate in the recruitment, training and ongoing support of volunteer Independent Visitors.
- 2.3 To target appropriate communities in order to recruit Independent Visitors from diverse backgrounds
- 2.4 To initiate and maintain appropriate channels of communication within and outside the project.
- 2.5 To match an appropriate number of children and young people amongst the Volunteer team.
- 2.6 To meet on a regular basis for supervision, and annually for appraisal with the Operations Manager and to consult and work closely with him/her.
- 2.7 To consult and work closely with the NYAS Legal Team in appropriate cases.
- 2.8 To liaise with social workers and their teams referring children to the Project
- 2.9 To maintain the administrative process for the monitoring and supervision of all Independent Visitors.
- 2.10 To support the Independent Visitor Project's procedures in relation to referrals, record keeping and statistical returns.
- 2.11 To support young people during the matching process and to obtain regular feedback from them.
- 2.12 In accordance with NYAS Equal Opportunities Policy to be aware of issues of race, disability, gender, class, sexuality, religion, language and culture in the context of the NYAS service and be willing to challenge practice and policy which unfairly discriminates against young people in any of these areas.
- 2.13 To act as a link person for local authorities and agencies with whom NYAS is contracted to provide a service by liaising regularly with the appropriately designated officer, ensuring a supply of information material about NYAS services, and ensuring information is available to children and families.
- 2.14 To attend relevant meetings as requested.
- 2.15 To work with children and Independent Visitors to ensure appropriate endings.

- 2.16 To assist in implementing systems for obtaining feedback from children and young people and Independent Visitors, concerning the work of the Project.
- 2.17 To assist in the monitoring and evaluation of the service and in the production of regular qualitative and quantitative reports as required.
- 2.18 To maintain confidentiality at all times and ensure proper observance of and adherence to NYAS' Confidentiality and Serious Concerns and Reporting Policy and all other NYAS policies and procedures.
- 2.19 To undertake any other duties as required by the Chief Executive Officer and Director of Children's Services.

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PERSON SPECIFICATION

Independent Visitor Co-ordinator Bucks

1. *Qualifications and Experience*

Essential

1.1 A good standard of education.

And/Or

1.2 A recognised professional qualification in social work, youth work or related field.

1.3 Experience of working with troubled children and families.

1.4 IT skills.

Desirable

1.5 Experience of working with vulnerable children and young people.

1.6 Experience of supporting volunteers.

1.6 Administrative experience.

1.7 Experience of providing training and supervision.

1.8 Experience of multi-agency child protection procedures.

1.9 Experience of report writing.

2. *Knowledge*

Essential

2.1 Knowledge of the provisions of the Children Act 1989, Children Act 2004 and the accompanying guidance and regulation.

2.2 Knowledge of child development.

2.3 Knowledge of the principles of anti-discriminatory practice and equal opportunities.

2.4 Knowledge of issues affecting vulnerable young people.

2.5 Knowledge and experience of using IT systems.

3. *Abilities and Aptitudes*

Essential

- 3.1 Committed to the concept and work to promote the best possible start for vulnerable children and young people.
- 3.2 Ability to assess, summarise and report accurately and concisely.
- 3.3 Ability to work on own initiative and plan and use time effectively.
- 3.4 Ability to communicate effectively both orally and in writing.
- 3.5 Ability to liaise and develop effective working relationships with a range of professional people.

4. *Personal circumstances*

- 4.1 Posses a driving licence and have access to the regular use of a motor vehicle.

All posts are subject to receipt of satisfactory references and a satisfactory CRB enhanced Disclosure check.