

# NATIONAL YOUTH ADVOCACY SERVICE

## JOB DESCRIPTION – PROJECT CO-ORDINATOR BUCKINGHAMSHIRE

### JOB DESCRIPTION

#### *Particulars*

<b>Salary</b>	£25,215 – £29,605 pro rata
<b>Hours</b>	22.5 hours (includes some unsocial hours)
<b>Leave</b>	26 days per annum pro rata, plus Bank Holidays
<b>Pension</b>	Group Personal Pension
<b>Probationary period</b>	6 months
<b>Contract</b>	Fixed for an initial period until 31/3/2012 subject to available funding
<b>Location of post</b>	Aylesbury Office
<b>Responsible to:</b>	NYAS Operational Manager/ NYAS Director

#### ***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. To develop and deliver appropriate Advocacy and Independent Visitor services for children and young people in accordance with current legislation, the National Advocacy Standards, and safe 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.”

## ***2. Specific Duties and Responsibilities***

- 2.1** To manage the staff and resources of the project in an efficient and effective manner within the policies of NYAS. To work within the agreed budget for the project.
- 2.2** To be involved in the recruitment, appointment, supervision and appraisal of staff. This includes monitoring performance and being involved in the disciplinary action and the resolution of grievances if required.
- 2.3** To line manage the Independent Visitor Co-ordinator, in line with NYAS policies and procedures, in order to recruit a diverse range of Independent Visitors to meet the individual needs of looked after children and young people.
- 2.4** To line manage the Senior Advocate, in line with NYAS policies and procedures, in order to provide an advocacy service to meet individual needs of young people, including the recruitment of sessional advocates.
- 2.5** To line manage the Project Administrator.
- 2.6** To oversee the co-ordination and delivery of the Independent Visitors and Advocacy Services according to the contract commissioned in the region. To ensure the delivery of services for looked-after children and young people, and 'children in need', in the region in accordance with the NYAS mission statement, core values and strategic objectives. To provide a "spot purchase" Advocacy Service for Family Group Conferences in the county.
- 2.7** To provide support and advice to all staff engaged in providing the service and to oversee the formal supervision of individual case advocates' and Independent Visitors' work with young people, ensuring all advocates and Independent Visitors understand and operate to the highest professional standards and in accordance with the NYAS professional, administrative and financial practices and procedures.
- 2.8** To ensure an appropriate distribution of work amongst the advocate team by overseeing the allocation of referrals as required and to consult and work closely with the NYAS Operational Manager for the region.
- 2.9** To consult and work closely with the NYAS Legal Services in appropriate cases.
- 2.10** To monitor the work of advocates in accordance with NYAS appraisal procedures, and in line with supervision arrangements.

- 2.11** In conjunction with the Senior Advocate, to convene and chair meetings of the team of advocates, for the purpose of group supervision and maintaining a NYAS team approach, sharing information, coordinating work, providing support and addressing matters of local relevance to the provision of services to young people.
- 2.12** To oversee the volunteer support groups in conjunction with the IV Co-ordinator.
- 2.13** To have lead responsibility for the development and maintenance of effective working relationships with all relevant agencies in accordance with the development plan for the area.
- 2.14** In conjunction with the Senior Advocate and the Independent Visitor Co-ordinator to deliver presentation to ensure the promotion of, and supply of information material about NYAS services to professionals, and to ensure information is available to children and young people concerning how to refer themselves to NYAS
- 2.15** To assist in the monitoring and evaluation of the service in the area by the production of regular qualitative and quantitative reports for submission to the NYAS Operational Manager. This includes the Quarterly Monitoring and Annual Reports, and Corporate Parenting reports. This also includes ACE and Prism reports as required. To attend monitoring meetings with the local authority as required.
- 2.16** To prepare for monthly supervision and annual appraisals with the Operations Manager or equivalent.
- 2.17** To promote good practice on young people's rights in the area and the involvement of children and young people in the project.
- 2.18** To liaise with and work in partnership with representatives of the local authority subject to the terms of the service specification and by agreement with the Operations Manager.
- 2.19** To liaise, as required, with the Leaving Care Service, Learning and Development Directorate, foster-carers and other persons and agencies concerned with the welfare of young people looked after or entitled to after care services.
- 2.20** To represent NYAS on working groups and at relevant meetings, conferences, training events, etc. in the region.
- 2.21** To maintain accurate and administrative case records as required by NYAS.
- 2.22** To work within the Safeguarding policies of NYAS and the local authority.

**2.23** To maintain a high standard of professionalism at all times.

**2.24** To undertake any other duties as required.

**3. Internal liaison and working arrangements**

**3.1** To work to a personal action plan, agreed with the NYAS Operations Manager

**3.2** To engage in a learning and development programme, agreed with the NYAS Operations Manager.

**3.3** To work within agreed quality frameworks and to agreed quality standards.

**3.4** To take part in supervision and appraisal and to meet on other occasions, as required with the NYAS Operational Manager.

**3.5** To attend staff meetings, as required.

**3.6** To keep accurate records of any expenditure incurred and to ensure that such expenditure is within agreed limits and has been duly authorised.

**3.7** To maintain such records as may be required for the purposes of monitoring, evaluation and review.

**3.8** To uphold the NYAS values and adhere to NYAS policies and procedures.

**3.9** To be responsible for the implementation of health and Safety policies within the project.

**3.10** To undertake such other duties as may, from time to time, be reasonably required. This includes cover for any staff absences.

# NATIONAL YOUTH ADVOCACY SERVICE

## CO-ORDINATOR

### PERSON SPECIFICATION

#### 1. *Qualifications and Experience*

##### **Essential**

- 1.1 Educated to degree standard or equivalent.
- 1.2 Experience of Safeguarding and Child Protection Procedures.
- 1.3 Experience of face to face work with children and young people.
- 1.4 Experience of supervision and staff management.

##### **Desirable**

- 1.5 A recognised professional qualification in a childcare related field, such as social work, law, teaching, youth & community or psychology.
- 1.6 Experience of working in a voluntary agency.
- 1.7 Experience of working in a local authority.
- 1.8 Administrative experience.
- 1.9 Experience of multi-agency Safeguarding and Child Protection procedures.
- 1.10 Experience of local authority complaints procedures, with particular reference to complaints by children and young people.

## **2. *Knowledge***

### **Essential**

- 2.1 Knowledge of the provisions of the Children Acts 1989 and 2004 with the accompanying guidance and regulation.
- 2.2 Knowledge of social work practice and working with children and families.
- 2.3 Knowledge of the principles anti-discriminatory practice and equal opportunities.
- 2.4 Knowledge of health, welfare and educational systems as they impact on children and young people.
- 2.5 Knowledge and experience of using IT systems

### **Desirable**

- 2.6 Knowledge of management theory and practice.
- 2.7 Knowledge of family court proceedings.

## **3. *Abilities and Aptitudes***

### **Essential**

- 3.1 Ability to listen to children and young people effectively.
- 3.2 Ability to communicate effectively with children and young people both orally and in writing.
- 3.3 Ability to assess and summarise accurately and concisely.
- 3.4 Ability to work in a way which empowers and enables young people to develop self advocacy skills.
- 3.5 Ability to develop a sensitive but “problem-solving” approach to the situations in which children and young people can find themselves.
- 3.6 An ability to manage a team.
- 3.7 Ability to adopt an entrepreneurial approach to contract development and be self motivated.
- 3.8 Ability to liaise and develop effective working relationships with a range of professional people.

- 3.9 Ability to negotiate and handle conflict effectively.
- 3.10 Ability to communicate effectively with figures in authority, in particular in local authority settings, both orally and in writing.
- 3.11 Ability to write in a clear and succinct manner and keep accurate records of work as required.
- 3.12 Ability to chair meetings.
- 3.13 Administrative ability.
- 3.14 Ability to work accountably within a managed service.
- 3.15 Ability to work as a member of an effective team.

#### **4. *Attitudes***

##### **Essential**

- 4.1 Commitment to the implementation of Equal Opportunities in advocacy practice.
- 4.2 Commitment to anti-oppressive practice.
- 4.3 Commitment to the full implementation of the UN Convention on the Rights of the Child.
- 4.4 Commitment to the NYAS Code of Ethics.
- 4.5 Commitment to the NYAS Confidentiality and Serious Concerns Reporting Policy.
- 4.6 A commitment to personal learning and development.

#### **5. *Personal circumstances***

##### **Essential**

- 5.1 Possess a driving licence and have access to the regular use of a motor vehicle.
- 5.2 Able to work from the NYAS local office, and prepared to travel according to the demands of the contracts.

**All posts are subject to receipt of satisfactory references and a satisfactory Criminal Records Bureau enhanced check**

