

CHEXS Outreach Worker Job & Person Specification

CHEXS in partnership with Citizens Advice Broxbourne (CAB) and Hertfordshire Mind Network (HMN) has been successful in securing funding from the Big Lottery Reaching Communities Fund. The service is called Broxbourne Better Futures (BBF).

Through Broxbourne Better Futures we will jointly provide holistic support to local families experiencing multiple disadvantages, including poverty, unemployment, poor parental mental health and underachievement amongst children.

Closing date for applications: 5pm on Friday 30th June

Job Title: Outreach Worker

Reports To: CEO CHEXS

Hours: 9am – 3pm (Working 60 days in Term Time)

Salary: Daily rate of £50.00 - £75.00 (Daily rate is negotiable)

Term: 1 year fixed term contract with the possibility of extension for up to 3 years.

PURPOSE OF POST

This role will be employed by CHEXS and will be working closely with children, young people & families and a range of professionals from all agencies. The main aim of this role is to enable children and young people from families experiencing multiple disadvantages to participate in a range of activities and services to help overcome barriers to attainment and social wellbeing.

KEY AREAS

1. Children & Young People Support
2. General

DUTIES AND RESPONSIBILITIES

1. Children & Young People Support

- 1.1 To provide and deliver targeted programmes of enrichment activities such as:
 - ! Creative projects - young people mentor primary children and take responsibility for being positive role models within outreach settings.
 - ! Young People create and manage habitat management within local community areas
 - ! Outdoor team building projects including residential weeks to increase skills and confidence whilst staying away from home. These involve a fair amount of walking.
 - ! Mentoring of volunteers, children and young people
- 1.2 To work closely with partner organisations, providing appropriate intervention programmes and targeted work for children, young people experiencing multiple disadvantages (this will include outreach work)
- 1.3 To help to identify children from families experiencing multiple disadvantages through statutory, voluntary and community bodies within Waltham Cross and the wider-Broxbourne area.

- 1.4 To support children, young people with unmet needs through engaging them in time limited one to one support by:
- ! Liaising with other agencies including attendance and contribution to child protection conferences, reviews, core group meetings and school reviews as appropriate
 - ! Supporting and directing Key Workers within CHEXS wards settings modelling the role, providing information, advice and guidance and facilitating their role with the family.
 - ! Working closely with partner organisations, providing appropriate intervention programmes and targeted work for marginalised children (this may include outreach work)

2. **General**

- 2.1 To assist in the delivery of CHEXS' charity objectives. Provide reports on the development and effectiveness of services to the CEO of CHEXS
- 2.2 Development and delivery of new projects and initiatives to support charity objectives.
- 2.3 To attend supervision, training and development opportunities as directed by CEO in order to develop skills and knowledge and keep up to date with developments in the field of children and young people services

EQUAL OPPORTUNITIES

CHEXS is committed to openness and equality of opportunity in every activity, from the way we employ staff to the way we deliver services. It is a central responsibility of members, managers and employees of the charity to ensure that every individual that we come into contact with is treated with dignity and respect. A copy of the full policy will be given to all staff, and a full briefing on the contents of the policy is included in induction.

The post holder's duties must at all times be carried out in compliance with the CHEXS Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.

- a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- b) Co-operate with management of the Service as far as is necessary to enable the responsibilities placed upon the Service under the Health and Safety at Work Act to be performed, eg operate safe working practices.

It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards service users or employees, including those who may be for example from minority ethnic communities, women, disabled or older people, lesbians or gay men. The post holder should also counteract such practice or behaviour by challenging or reporting it.

DISCLOSURE AND BARRING SERVICE

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of CHEXS pre-employment checks. Please note that additional information referring to the DBS is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

HEALTH AND SAFETY

It will be the duty of every employee to comply with CHEXS' policies and while at work to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.

PERSON SPECIFICATION

Qualities	Essential	Desirable
Qualifications	You will be educated to level 3 or equivalent and have experience of working in a multi-agency environment promoting partnership working.	Level 4 or above
Experience	<p>You will have experience working with children, young people, and the knowledge and understanding of how to respond to a diversity of needs and backgrounds.</p> <p>You will have experience working directly with young people / hard-to-reach groups on projects</p> <p>You will have knowledge of children and young people's development, Child Protection and Safeguarding policies and procedures.</p> <p>You will have knowledge of Integrated Processes and an understanding of support available to children and their families</p> <p>You will be able to engage positively and negotiate with professionals from a range of services to access appropriate support for children and families.</p>	<p>Previous experience Drug, alcohol and sexual health advice</p> <p>Previous experience supporting children and young people</p> <p>Previous experience of working in a charity and/or education or local authority setting.</p> <p>Previous experience of working on conservation outdoors activities</p> <p>Previous experience on supporting residential</p>
IT skills	<p>Outlook – produce emails and maintain filing system</p> <p>Word – able to produce documents/letters.</p> <p>Excel – able to set up spreadsheets including formula, charts and formatting.</p> <p>PowerPoint – to produce presentations that convey complex information to a range of audiences.</p>	Previous experience of using bespoke databases
Special skills	<p>You will have a broad understanding of current education policies regarding children and young people.</p> <p>You will have excellent negotiating skills to work with many different people in different environments.</p>	You will be able to research, analyse and present information and data in order to assess the need for service development within a

		district/locality,
Personal attributes	<p>The ability to adapt and take on challenges within the CHEXS charity objective.</p> <p>Good communication skills</p> <p>Able to work well as part of a team</p> <p>Work well under pressure</p> <p>Good organisation skills</p> <p>Able to work on own initiative</p> <p>Able to prioritise tasks and meet deadlines.</p> <p>You will have a flexible problem solving approach to your work.</p>	
Circumstances	<p>Happy to work unsupervised and alone</p> <p>Possesses a full driving license and access to own car to travel independently across various locations</p> <p>Able to work some late afternoons/evenings to help with CHEXS projects and activities</p> <p>Able to work on charity residentials (currently two weeks per year) which involve a fair amount of walking in the North/South Downs.</p> <p>Able to work occasional weekends to help cover community days</p>	