

Job Description

JOB TITLE: Sessional Worker – Young Carers and Young Disabled People (11-16 years)

AREA COVERED: Taunton and/or Bridgwater

RESPONSIBLE TO: Senior Sessional Worker.

Objective

Compass Disability Services' mission is to enable and empower disabled people and carers to have independence, choice and control in their lives.

Sessional workers will deliver a vibrant and comprehensive range of activities for young carers and young disabled people (aged 11 to 16) that will run in separate groups on alternate weeks either at Compass Wellbeing, Taunton or Victoria Park, Bridgwater, funded by BBC Children In Need.

The main objective of activities will be to:

- Increase social interaction and integration with other children and young people.
- Improve resilience, confidence and self-esteem and physical and emotional wellbeing.

Main Duties

1. To work with the Senior Sessional Worker in the planning, development and delivery of a programme of activities that meets both defined groups needs and works to achieve the objectives detailed above.
2. To facilitate organised activities, in line with agreed session plans. These might include creative activities, activities with food, games or communication activities.
3. To develop a detailed understanding of and to provide young carers and young disabled people with information, support, signposting and access to other services that will support them in their caring role, at school and in life.
4. To work with the Senior Sessional Worker to develop a social media/online presence. Ensuring that effective training, support and monitoring is provided to prevent bullying and ensure customer safety whilst online, in line with policy

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5. To promote and encourage an inclusive and positive group setting at all times. This will require energy and enthusiasm and an ability to communicate at an appropriate level with young people, being open to any barriers to communication and working to overcome them.
6. To promote opportunities for young people to volunteer, e.g. helping plan sessions, welcoming and befriending new members, clearing down.
7. To ensure that there are opportunities for young people to influence how groups are shaped and delivered and actively encourage them to do so.
8. To encourage and support young people to fundraise in order to enhance group activities and facilities in line with their wants and needs.
9. To develop positive, professional and empathetic relationships with young people, ensuring that they feel listened to and are enabled, empowered and supported to have a better quality of life. To further be sensitive to the individual and diverse needs of young people in order to facilitate their involvement.
10. To work closely with other staff members and volunteers as part of a team.
11. To ensure that volunteers, young people and all others comply with relevant Health and Safety policies and procedures when working or volunteering during the delivery of outreach sessions.
12. To work with the Senior Sessional Worker to complete and manage risk assessments for individual young people and group activities/sessions as per procedure to ensure that young people and other customer's, safety, health and wellbeing needs are met.
13. To alert the Senior Sessional Worker or other senior member of staff where there is a safeguarding or child protection concern or any other important concern.
14. To work with the Senior Sessional Worker to monitor, evaluate and review the programmes of activities on a regular basis to ensure that the programme is varied and meeting the needs of young carers.
15. To evaluate the services directly with the young people, in a fun and creative way, in order to fulfil Children In Need reporting responsibilities and provide data that can help to develop sessions to meet all needs as they grow.
16. To maintain detailed up to date records and complete internal paperwork as per procedure.

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17. To maintain a positive and professional image of the organisation at all times.
18. To be aware of and adhere to Compass Disability Services' policies and procedures at all times. To abide by the rules and guidelines as laid down in the Staff Handbook.
19. To remain aware of, and abide by, current legislation, organisation policy and the eight principles relating to Data Protection.
20. To commit to the necessary training and development activities in order to fulfil the role and your potential.
21. Attendance at staff meetings, external events and other meetings as required.
22. Travelling is an integral part of this role. Drivers must hold a full driving licence which allows them to drive in the UK and Class 1 Business Use Insurance and must abide by the Use of Private Vehicles for Company Business Policy at all times. Non drivers must be able to arrange the necessary travelling, giving consideration to the needs of the role and the incompatibility of public transport.
23. Any other duties considered necessary to further the aims of the organisation.

This Job Description is subject to continuous review and therefore the main duties may change on a temporary or permanent basis from time to time.

Person Specification

The Criteria for the post are:

Must be able to demonstrate an understanding of and a commitment to disability, equality and equality of opportunity for all children in the community.

Understanding of and a sensitive approach towards the situation, needs and difficulties faced by young carers and young disabled people.

A relevant qualification in Youth Work Practice (Level 3 Certificate or above).

Experience of supervising, motivating and inspiring groups of children and young people.

Experience of delivering activities in partnership with children and young people.

Understanding of the legal implications of working with young people, including child protection.

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Enthusiastic, reliable with good organisational skills

Good communication skills and an ability to communicate effectively at all levels, including children and young people.

An ability to work flexibly including evenings and weekends.

Fully competent in the use of MS Office products (such as Word, Excel, Publisher and Access), online services, the internet and email.

Terms of Employment

Contract funded by BBC Children In Need and is for a period of three years.

Salary

Scale 28 (£21,395 per annum/£11.12 per hour) pro rata

Working Hours

Hours are available in Taunton on a Wednesday, 5.30-7.30pm (2.5 hours plus 0.5 hours home working per week) and/or Bridgwater on a Monday, either 5.30 – 8.00pm or 6.00 – 8.30pm (2.5 hours plus 1 hour home working per week). All posts will also be required to attend training, peer support and appraisals at agreed times, outside of the times stated above, for an additional 18 hours per year.

Probationary Period

There will be a six month probationary period

Annual Leave

Annual leave is 25 days pro-rata plus statutory and Bank Holidays.

Travel

The post may involve travel and the post holder must be able to manage this as and when necessary. Travel Expenses will be paid at Compass Disability Services rates.

Disclosure and Barring Service

The post holder will be engaged in activity that will make them subject to a Child Workforce Enhanced Disclosure with barred list. Associated costs will be met by Compass Disability Services.

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