

Job Description – LIFE Project worker



Reports to: LIFE Programme Co-ordinator
Location: Hastings, East Sussex
Salary: £18,525 pa (pro rata for 37.5hr week)
Contracted Hours: 18 hrs pw
Contract Term: 70 weeks

Purpose

To provide full, effective and high quality support to the LIFE project for youth support and development.

The LIFE project is a dedicated programme of developmental support for young people aged 16-24 in Hastings & Rother. It involves the establishment of personal development plans, in conjunction with the individual concerned, to identify ambitions and goals and the barriers to their achievement, working with additional project officers to establish wider programmes of support to enable progress.

Key responsibilities

- To establish a schedule of individual development plan meetings, with regular review intervals, for all young people engaged with the Project.
- To respond to incoming enquiries, in a timely and efficient manner, ensuring that all other LIFE Project staff are aware of any referrals.
- To undertake, either solely or in conjunction with Xtrax Project workers, individual planning meetings with young people to assist them in the visualization of ambitions and goals, at achievable and realistic levels, for each individual's development and social advancement.
- To identify, in conjunction with Xtrax Project workers and individual young people, barriers to the achievement of the personal development plan objectives, and agree programmes for their removal or to address them through referral to external support agencies or engagement with further programmes of support.
- To assist young people in the removal of said barriers through additional support measures including encouragement, discussion, listening and advice both in person and via telephone.
- To undertake, according to agreed schedules, periodic reviews with individuals of progress toward the achievement of plan objectives.

- To enter, accurately, initial and updated assessment details and actions proposed into the Project's electronic case management system, and monitor the outputs and outcomes achieved as a result of Project activity.
- To produce monitoring information, as requested by Xtrax senior management and additional partners in order to support evidence around Project targets, as required by external funding agencies.
- To undertake any administrative tasks as required by the Service to support the LIFE project.
- To be available, as time permits, for additional support work on the floor of the Xtrax Drop-in Centre.
- To deliver a service in accordance with all Xtrax policies and procedures and the principles of best practice.
- To implement the Xtrax Health and Safety Policy, ensuring that all practices and procedures are undertaken in accordance with providing a healthy and safe working environment for staff and service users.
- To maintain confidentiality and professionalism at all times.
- Xtrax is committed to safeguarding and promoting the welfare of the children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and to have read, and observe its Safeguarding policy.
- Xtrax is committed to the professional development of its staff and volunteers and expects employees to take responsibility both for liaising with managers over training required in support of their work and to undertaking any training identified.

Person specification

Essential

- Experience of working with young people.
- Experience of confidently using of IT applications, including Excel, Powerpoint, Word and databases.
- Understanding of safeguarding issues relating to vulnerable young people.
- Understanding of the challenges faced by vulnerable young people & a commitment to improving the lives by helping them to overcome them.
- Understanding of the need to collect data and the benefits for the service.
- Understanding of confidentiality and data protection issues.
- Ability to organize yourself and others in the team.
- Strong verbal and written communication skills.
- Ability to work flexibly including mornings and early evenings.
- Ability to communicate effectively with service users, staff and stakeholders.
- Good team worker.
- Excellent time management skills.
- Good IT skills to include use of Microsoft Office and ability to maintain electronic records, with attention to detail.
- Commitment to achieving goals and meeting deadlines.
- Availability to work some unsocial hours i.e. weekends and public holidays if the service requires it.

Desirable

- A genuine desire to help vulnerable young people take realistic positive decisions.
- Kindness, empathy, a positive attitude, energy and enthusiasm.
- Knowledge of the local network of professional support services for young people.

Successful candidates will be required to undertake a full background information check via the Disclosure & Barring Service.

If you wish to apply for this position, please complete the relevant application form and return this either via email to: info@xtrax.org or by post to Xtrax, 23, Priory Street, Hastings, East Sussex, TN34 1EA.

Closing date for applications: 5pm Wednesday 1st March 2017