

 Cumbria Youth Alliance

**JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE:**  In Care Project Lead

**REPORTS TO:** Executive Officer

**LOCATION: Based in Workington with Home working**

**CONTRACT:**  minimum 1-year fixed term contract

**HOURS:** FT – 37hrs

Salary £26,500 pro rata with stakeholder pension + mileage allowance

#### JOB SUMMARY

Cumbria Youth Alliance seeks to appoint a Project Worker for 37 hours per week to deliver a number of different programmes supporting young people who are in the care system or who have recently left care and provide them with a holistic support programme to ensure they reach their full potential. All our programmes put young people at the heart of designing their own programmes and we tailor make solutions to build on existing skills and knowledge and use these to overcome barriers to inclusion. The post will work closely with partners in Cumbria County Council and The Share Foundation to ensure the best possible outcomes are achieved for the young people. The post will provide one to one and support for participants (aged 15-17) undertaking the Step Ladder of Achievement online learning modules and providing mentoring to ensure positive outcomes are achieved for the young person. In addition, the post holder will identify and work with young people who have left or are leaving care (16-24) to deliver low level metal health support, identify suitable training opportunities, work trials, work experience, volunteering opportunities and find suitable destinations for the young people. In addition, they will signpost young people to other services to address any additional support needs that the young person may have. This will ensure a holistic support service for the young people.

#### Key Tasks

* Engage and work with a caseload of 15–24-year-olds who are Looked after or Leaving care
* Develop and deliver low level mental health support that will include: Emotional resilience, Managing money, Budgeting, Confidence building, Independent living skills, Goal Setting and Healthy Relationships
* Support the young person to identify an individually tailored progression plan
* Keep detailed records of young people’s activities and progression
* Work within the projects guidelines to achieve set targets
* Support young people with the Share Foundation and CYA online learning programmes
* To comply with all requirements of child protection and safeguarding procedures
* To be responsible for the planning, evaluations, budgeting, measuring impact, writing case studies and reporting of the project.
* You will be required to complete any other reasonable duties commensurate with the post

#### Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
| Requirements |  | Essential | Desirable |
| 1. Education and Training
 | * Hold at least a Lv3 Advice and Guidance qualification or can demonstrate at least 5 years’ experience
 |  |  |
| * Minimum Level 2 in Safeguarding
 |  |  |
| 1. Experience
 | Be able to demonstrate experience of supporting people towards positive destinations |  |  |
| 1. Skills and Abilities
 | * Be able to support young people to identify aspirational pathways
 |  |   |
| * Use asset-based evaluation tools to show progression
 |  |    |
| * Ability to manage allocated budgets
 |  |  |
| * Identify barriers to progression
 |  |  |
| * Accurate record keeping
 |  |  |
| * Microsoft package skills
 |  |  |
| * Use of management information systems
 |  |   |
| 1. Knowledge
 | * Knowledge of local labour market and provision
 |  |  |
| * Knowledge of support providers
 |  |  |
| * Understanding of barriers that young people face towards progression.
 |  |  |
| 1. Personal Factors
 | * Open and friendly manner
 |  |  |
| * Non-judgmental
 |  |  |
| * Excellent communicator
 |  |  |
| * Flexibility to work requirements
 |  |  |
| 1. Other Requirements
 | * Full clean UK driving licence
 |  |  |

For more information or to request an application pack contact Catherineh@cya.org.uk

on 01900 603131

Download at [www.cya.org.uk](http://www.cya.org.uk)

Closing date for applications is 17/09/2021