

**Job Description**

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| **Job Title:** Children & Young People (CYP) Officer |
| **Responsible To:** Programmes & Operational Manager |
| **Hours:** Part-time (21 hours/3 days per week) |
| **Status** Two years fixed term (with possible extension subject to funding) |
| **Salary:**  £18,500 to £22,500 FTE per annum (pro-rata) |
| **Holiday Entitlement:** 27 days per annum (pro-rata) |
| **Location:** Plymouth Based (Plymouth Hope offices & Outreach Work) |
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| **Note:** Please note that we are open to a job share |

**About Plymouth Hope & FutureYouth Programme**

Plymouth Hope is a volunteer led organisation established to support social and community cohesion using sports and activities as a tool and support those who are social excluded.. Plymouth Hope made support to children and young people its primary delivery. This programme will deliver specific services and regular activity including sport, Art & wellbeing activities with the aim to better educational performance and improve living conditions, life skills support toward readiness for employment and achieve specific social outcomes.

Asylum-seeking children and young adults arrive here after traumatic journeys through the Sahara Desert, Libya, the Mediterranean Sea and after crossing borders in Europe, such as in Calais. Once here, young people often struggle to adapt to new lives separated from their families and find that navigating the complex asylum and social care systems can be stressful and traumatic. Other young people including refugees, ethnic minorities also have pre-existing in land challenges to access the right support, stay safe and succeed. Poverty is also an endemic issue for children from all background, a challenge to their growth.

We aim to promote the wellbeing of these young people living in Plymouth, through direct support, through building bridges in different communities and through advocating for changes to unfair and discriminatory systems which undermine their wellbeing. We believe that building sustainable relationships of trust and support working with volunteers and the community is the best way to empower young people and enable them to overcome multiple barriers they face within society.

**We want newly arrived asylum-seeking young people, refugees to feel at home and to know they have someone to turn to and have the right support mechanism. Children from all walks of lives must survive poverty and be able to succeed. z**

Towards this aim, this programme is to run series of wellbeing, sports, social and art activities to keep them engaged. It will constitute of providing a safe space where they can relax, play games, socialise, and eat healthy food. We will work with young people to identify if they have support needs and respond to these accordingly, through referrals and advocacy. Integral to all this work is enabling young people to advocate for themselves to make changes.

This programme is funded by the National Lottery Fund, the Tudor Trust, Rank Foundation, and the BBC children in Need.

**Purpose of Role**

To work alongside & with young refugees, asylum seekers, ethnic minority youth and other young migrants who are at risk or in crisis to ensure they can access their statutory rights and make progress in their personal, social and educational development so they can achieve their full potential.

To provide holistic youth support work, advice and practical support to young people aged 14 to 21 years, working closely with statutory and voluntary organisations to ensure that the immediate and longer -term needs of children and young people are met.

To encourage the active and meaningful participation of young people in all aspects of Plymouth Hope Future Youth programme service delivery.

**Duties of Role**

1. To develop positive, respectful, and enabling relationships with young people which encourage their engagement with both #FutureYouthProgramme and other services which promote their positive development.
2. To set up Hope Young People Hub (HYPH), coordinate the Youth Connect programme and formalise the delivery of regular youth clubs.
3. To conduct needs assessments with young people, supporting them to understand the factors affecting their situation, and working with them to develop agreed support plans that address immediate and long-term barriers to their positive progress.
4. To advocate on behalf of children and young people to enable them to access their full statutory rights and entitlements to education, social services support, housing, health care and legal advice.
5. To always stand up for and stand by the child or young person – and to understand the structural barriers they face within the asylum and care systems; support the integration of young refugees and migrants
6. To coordinate a scheme aimed at accompanying young refugees and asylum seekers to appointments with social services, solicitors, court hearings, GPs, mental health services, colleges/schools and other support services/ organisations
7. To provide holistic, high quality casework support and advocacy to young people in need, including unaccompanied Asylum-seeking children (UASC)
8. To organise and run weekly youth club and to offer casework/advice/referrals where necessary.
9. To build effective partnerships with community organisations, local authorities, and other stakeholders.
10. To maintain a high level of expertise in the support of the target group by keeping abreast of policy, legislation and other relevant developments.
11. To ensure the active and meaningful participation of children and young people in all of Plymouth Hope #FutureYouthProgramme provision, ensuring that their voice is central to all service development and delivery.
12. To effectively manage casework files and keep accurate written records of casework and youth support provided using our case management system.
13. To ensure that work is monitored and evaluated, and quality assured to meet internal and external requirements.
14. To support Plymouth Hope management and colleagues by providing information and reports as required.
15. To maintain confidentiality and clear boundaries in all aspects of the role.
16. To maintain compliance with policies and procedures of Plymouth Hope in relation to child and vulnerable adult protection, diversity and equal opportunities.
17. To attend supervision sessions and appraisals, contribute to team meetings and collaborate positively with the Plymouth Hope team.
18. To undertake training and self-development in order to develop skills and ensure an accurate knowledge and understanding of the issues facing, and policy affecting refugee, asylum seeking and recently arrived young people.
19. To abide by health and safety guidelines and share responsibility for your own safety and that of colleagues.
20. To undertake such other work appropriate to the post as may be assigned by the Operational Manager or Programmes Coordinator.
21. To understand the importance of wellbeing activities and work closely with the CYP Active Life Coordinator to ensure regular participation and support.
22. To uphold the Aims, Values and Principles of Plymouth Hope.

**Our behaviours:**

* We know why we’re here: we appreciate the unique influence we, as role models, have on young people and the wider Plymouth community
* We know where we’re going: we are clear on what we aim to achieve, as individuals and as part of the wider team at Plymouth Hope
* We are fully Inclusive: our foundations are laid on bringing people together and making sure individuals and people from different background can accept each other
* We communicate effectively: we listen to each other and keep colleagues fully informed of our work, sharing mistakes and challenges as well as successes
* We respect: we seek to understand the challenges others face and treat our colleagues and participants how we expect to be treated ourselves
* We are professional: we are punctual, reliable and aspire to the highest standards in everything we do
* We take responsibility: we take ownership for own performance and put in our fair share of time and effort to support our participants and the rest of the team
* We are always improving: We reflect, look to develop and evolve, to make things better for our team and the people we support
* We are brave: We think outside the box, are not afraid to take measured risks, but know when to ask for help and support each other when things don’t go to plan
* We share success: We are proud of what we do as a team and actively celebrate each other’s good work, sharing credit wherever it’s due.

**Person Specification**

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| **Experience** | **Essential/Desirable** |
| Substantial experience of working with refugee, asylum seeking, unaccompanied asylum seeking and migrant children and young people from different background | Essential |
| Substantial experience of working with and supporting young people | Essential |
| Experience of effectively managing and monitoring casework support files. | Essential |
| Substantial experience of delivering advocacy support to vulnerable young people including generic youth work. | Essential |
| Experience of running generic youth projects and youth club/hubs. | Essential |
| Experience of working with or supervising volunteers. | Desirable |
| Experience of monitoring and evaluating project work. | Desirable |
| **Knowledge and Understanding** |  |
| Degree, diploma or equivalent in community work, youth work, advice giving, social work or other relevant associated profession. | Essential |
| Issues and challenges faced by refugee, asylum seeking and vulnerable migrant children and young people. | Essential |
| Knowledge of the UK asylum, children, and social care systems. | Essential |
| Understanding of CYP challenges and the use of Every Child Matter policy to enhance their future | Essential |
| Policy and legislation affecting refugee, asylum seeking, UASC and migrant young people. | Desirable |
| Casework management, confidentiality and data protection procedures and monitoring systems. | Essential |
| Local and regional statutory and non-statutory support agencies and their role. | Desirable |
| Safeguarding and child protection | Essential |
| **Skills and Abilities** |  |
| Conversational spoken Tigrinya, Tigre or Amharic or Arabic or Kurdish Sorani language skills | Desirable |
| Ability to listen and work with discretion and sensitivity in a non-judge-mental manner. | Essential |
| Ability to provide effective holistic support whilst maintaining boundaries. | Essential |
| IT skills, including good working practice of all Microsoft packages, use of social media | Essential |
| Excellent written and verbal communication skills. | Essential |
| Effective time management skills | Essential |
| Proactive with the ability to take initiative | Essential |
| Ability to work flexibly as part of a small team. | Desirable |
| **Activities Coordination Skills** |  |
| Ability to recruit and oversee volunteers | Desirable |
| Ability to run engagement programmes in social, arts, wellbeing & educational activities | Essential |