



Job Description: Schools resilience and wellbeing project worker

You are responsible for:	To deliver the resilience and wellbeing outreach programme to secondary schools (known as Academies) in Cambridgeshire
You are responsible to:	Cambridge United Community Trust CEO & Director of Operations, Centre 33
Your salary is:	£22,212 to £25,440 per annum, pro rata (NJC scale point 25 to 29)
Your holiday entitlement is:	25 days pa (exc. Bank holidays) pro rata to be taken outside school term time unless previously discussed
Your hours are:	37 hours per week. We will consider applications for part-time work as well; please state this on the application form and let us know your upper and lower hours/week limits as well as your flexibility
Your contract is:	Fixed term contract – until July 2018 (end of academic year 2018)
Your conditions of employment are:	As set out in your contract of employment
Your working location is:	At Centre 33, Cambridge United Football Club & other locations

To apply:

Please send your 1-2 page cover letter and your CV to communitytrust@cambridge-united.co.uk with the subject title as 'Schools Project Worker Application'. Please also send any questions to this email address as well.

The closing date is Friday 29th December 2017. Interviews will be in the week beginning the 8th January in Cambridge.

Purpose of Your Job

Your principal responsibility is to coordinate and deliver the resilience and wellbeing programme to secondary schools that has been jointly developed by Centre 33 and Cambridge United Community Trust

Secondary school project work

1. To provide information to young people in a classroom based setting
2. To inform young people about mental health, resilience and well-being

3. To co-ordinate a timetable with schools for the delivery of the 6-week programme
4. To be able to identify, in partnership with young people, appropriate services and support they might need
5. To keep records in a confidential area in accordance with professional and organisational policies.

Interagency and Outreach Work

1. To maintain a good knowledge and understanding of local young people's support services in the statutory and voluntary sector.

Service improvements and development

1. To monitor and evaluate the work of the project in combination with the appointed monitoring and evaluation service
2. To collect data as required and liaise with the appointed monitoring and evaluation service to provide this data to them
3. To operate the service in line with its development plan
4. To work within the budget limitations of the service
5. To prepare clear and concise reports on the work of the service
6. To research and initiate new areas of work as appropriate

Other Duties and Requirements of the Job

1. The post holder may be expected to undertake other appropriate duties from time to time under the direction of the line manager
2. To comply with and promote Centre 33's Equality and Diversity Policy
3. To comply with and promote Centre 33's Information Governance, Safeguarding and Health and Safety Policy
4. To undertake such other duties as may be required from time to time, in keeping with the nature and scale of the post.

You are also required to:

5. Attend mandatory and relevant training courses
6. Attend a range of agency events including staff meetings, networking events and AGMs.

Person Specification

ESSENTIAL - Skills, Knowledge and Experience

- Understanding of the concerns and issues facing young people, especially money and finances, housing, mental health and sexual health
- Ability to plan and manage a varied and complex workload
- Self-motivated, reliable, hands-on and flexible
- Excellent communication skills and proven ability to maintain close communications and build relationships internally and externally.
- Ability to work well as part of a team
- Passion for working with vulnerable young people
- Experience of working with groups of young people
- Ability to work to clear deadlines
- An understanding of and commitment to the promotion of equal opportunities
- Good IT literacy in general (and specifically Word, PowerPoint, Excel and Outlook or equivalents)
- Driving licence and access to a vehicle for work purposes

PREFERRED - Skills, Knowledge and Experience

- Knowledge of H&S procedures and risk assessments
- Appropriate educational or vocational qualification
- Ability to write clear and concise communications or reports
- Experience of working within the voluntary sector
- Experience of working with vulnerable young people
- Experience and understanding of the assessment of needs
- Experience and understanding of the assessment of risk