**JOB DESCRIPTION**

**Position:** **Project Manager (Broomhouse Youth Befriending Project)**

**Responsible to:** CEO

**Based:** The Broomhouse Centre, 79-89 Broomhouse Crescent,

Edinburgh, EH11 3RH

T: 0131 455 7731 [www.broomhousecentre.org.uk](http://www.broomhousecentre.org.uk)

**Hours:** 5 days per week: Monday to Friday including 2 evenings a week and half day Saturday in 4 to be agreed with the Chief Executive. In total you will be working 36 hours per week.

**Pension:** 8% of salary employers contribution

**AIMS OF THE PROJECT**

* To provide a befriending service and support for young people who are affected by their parental drug and alcohol use aged between 5-16 years residing in South West Edinburgh Partnership areas.
* To provide regular one to one support for young people experiencing problems at home, school or in the community.
* To recruit, train and support 20 volunteers to provide a 2 hour weekly session

**KEY TASKS**

* To manage referrals and undertake assessments in partnership with children and young people, families, referrers and other relevant individuals
* To identify, facilitate and support befriending matches between children or young people and an appropriate volunteer befriender.
* To maintain contact with children and young people, families, referrers and other relevant individuals, and if appropriate provide brief time-limited focused support to young people and parents/carers and signpost to other agencies throughout the period of the befriending.
* To contribute to volunteer recruitment and training across the service, and to support and supervise a team of volunteers.
* To develop and organise group activities programme in partnership with children and young people, volunteers and other workers.
* To work as part of the wider team to ensure services are delivered effectively; and to work in partnership with children and families, relevant professionals and other stakeholders to ensure the service remit is carried out with regard to statutory commitments and best practice.
* To appropriately record, maintain and evaluate information gained through the process of assessment, monitoring and review; and to provide quantitative and qualitative data to the Chief Executive for preparation of reports and statistical returns.
* To plan and develop work in line with policies, procedures and management systems, and to participate in the planning and review of service development.
* To maintain the project office and resource bases.
* To fulfil agency requirements in relation to receiving training and practice development, and to develop individual and team skills.
* Work to legislative, ethical, policy and procedural requirements including:
* The Broomhouse Centre policies & procedures (HR, Health and Safety & Operational)
* Service specific procedures
* Other relevant policies and procedures to uphold best practice including safeguarding
* Undertake relevant Continuing Professional Development including maintaining interest in the latest relevant literature.
* Liaise with other voluntary, statutory workers and stakeholders as required. Build and maintain knowledge of related services for clients for ongoing referral to universal or other targeted services.
* Use communication systems to good effect including email, pigeonholes, meeting agendas and notice boards.
* To be responsible for monitoring and evaluation systems / processes as required for this project.
* Care for the work environment to promote effective working.
* Team work including taking part in the induction of staff and supporting other team members including offering constructive challenge where appropriate.
* Undertake other tasks as agreed and / or requested by the Chief Executive.

**QUALITY ASSURANCE**

* Regularly review the quality of your service to children & young people ensuring that the key principles of Getting It Right For Every Child (GIRFEC) are applied.
* Ensure that the interests of children / young people and their families are at the forefront of all your activities.

**PROFESSIONAL RESPONSIBILITIES**

* Be fully conversant with the principles of GIRFEC and their application in practice
* Ensure that your professional knowledge in general and your practice in particular meet the highest standard.
* Ensure you keep abreast of current research and practice development in your area, bringing relevant issues to the attention of your supervisor  
  Understand fully the requirement for confidentiality in all areas of your work.
* Ensure that the requirements of your professional registration bodies are met and your registration is current

**SUPPORT AND SUPERVISION**

Report to Chief Executive on a monthly basis and meet with the CE for support and supervision.

Attend and be involved in monthly Team Meetings & other staff meetings as required.

**PERSON SPECIFICATION**

* Ability to build effective relationships, rapport and working alliances with service users and professionals alike.
* Ability to manage own workload whilst demonstrating a supportive, cooperative, creative and effective approach to team working.
* Pragmatic and initiative based / solution focused approach to all aspects of work.
* Enthused through being in a learning environment and situations.
* Personal resilience and an ability to know when your own issues are triggered by client work / work situations and take necessary action to resolve / work constructively.

**In addition the post holder should be able to demonstrate the following:**

| **Area** | **Essential** | **Desirable** |
| --- | --- | --- |
| Qualifications | Relevant professional qualification e.g. social work, education, community education or health or equivalent |  |
| Experience | Experience of direct work with young people from disadvantaged areas and/or marginalised groups.  Experience of working as a volunteer or with volunteers.  Experience of working within the voluntary sector and/or with a voluntary management committee Experience of training and working with groups. Experience of managing a budget. Experience of working independently, and as a member of a team | Experience of working with families from disadvantaged and/or marginalised groups Experience of supporting and supervising staff and volunteers |
| Knowledge | Understanding of the nature of befriending relationships.  Understanding and knowledge of the needs of children and young people, and of the issues affecting them. Understanding of equal opportunities. Understanding of education, social work and other services for young people. |  |
| Skills | Ability to relate well to children and young people (5-16 years), to assess their needs and to monitor their progress. Ability to work effectively with parents and professional workers.  Ability to recruit, train, match and support volunteers. Ability to select resources and materials for use by volunteers and young people. Ability to keep accurate written records and to produce written reports. Ability to carry out routine administration and manage project base.  Computer or word processing skills  Networking skills  Ability to work independently and proactively and also as part of a team. | Group work skills |
| Other | An awareness of and commitment to the work of the charity.  Willingness to undertake training as required. A commitment to promoting equal opportunities at work. An awareness of personal responsibility to health and safety at work.  Awareness of confidentiality consistent with the requirements for data sharing if legally required to do so.  Available to work flexible hours, including regular evenings and occasional weekends, in accordance with the agreed shift rota operating within the Broomhouse Centre as advised by the Chief Executive. | Enthusiasm and commitment to developing innovative and imaginative practice |

This post requires you to be a member of the Protecting Vulnerable Groups (PVG) Scheme and undertake the necessary vetting checks.

**Additional Information**

You will work with partner befriending workers at Sunflower Garden to make up the Befriending Consortium. The partnership working will include running shared processes and training of volunteer befrienders.