

## **Job Description**

### **Splash Youth Support Worker**

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<b>Job Title:</b>	Splash Youth Support Worker
<b>Salary:</b>	£23,935 / Pay Scale 420
<b>Hours:</b>	36.5 hrs per week, includes evening and weekend work
<b>Location:</b>	Office base in Devizes, county wide programme delivery including 1:1 outreach.
<b>Supervisor:</b>	Splash and Youth Action Wiltshire Fundraising Coordinator

### **Job Purpose**

To provide practical and emotional support for young victims of crime in Wiltshire and Swindon aged 8-18 years, enabling them to cope and recover from their experience of crime, through increased confidence, self-esteem and resilience.

### **Main Responsibilities**

1. Process referrals into the service in line with all requirements in a timely fashion.
2. Manage a case load of young victims and witnesses of crime who are referred into Splash and advocate on behalf of them and their families.
3. Carry out needs assessments with young people, working with them to create and review individual action plans and enabled them to address through service provision the challenges they are facing.
4. Organise and deliver a range of 1:1 support including coaching and mentoring which engages and supports young people to effectively tackle and overcome challenges in their lives and cope and recover from their experience of crime.
5. Provide Youth Worker support on a range of group work activities and accredited courses. Manage groups of young people and be responsible for their care while participating in the Splash “service offer” including residential projects.
6. Maintain a comprehensive knowledge of external provision within the county in order to provide information, advice and guidance, transition

support and access to other services and agencies when appropriate for young people and families as a positive exit strategy from Splash.

7. Organise and provide transport for young people to and from activities and 1:1 support sessions as required.
8. Support the development of our young people's voice group and the ongoing development of Peer Mentors and Ambassadors.
9. Foster a young person-centred approach at all times, ensuring there is no discrimination or bullying.
10. Provide assistance in meeting all administrative responsibilities within the post holder's area of work, including the accurate maintenance of computer databases and case files.
11. Support the risk assessment of all activities using the appropriate forms and process and ensure the safety of young people whilst on activities.
12. Adhere to all organisational policies including Health and Safety, Home Visits, Lone Working, Safeguarding, Data Protection.
13. Maintain existing and establish new local and strategic partnerships which support the development of services for young people, increasing the reach of our overall work.
14. Maintain provider relationships and develop strong partnerships to generate referrals, funding and new activity.
15. Contribute to our Self- Assessment and Review process (SAR) and curriculum compliance requirements.
16. Ensure case work and MIS data is recorded accurately and timely (currently Views and Cascade).

### **General Duties**

The post-holder will contribute to achieving the overall mission of Community First.

- Budget holders assume financial responsibility for own operational budget. Non-budget holders ensure expenditure is necessary and within budget constraints.
- Participate in the team working approach of Community First
- Take responsibility for her / his own development, inform the line manager of any development needs and take part in prescribed development activities
- Work within the agreed policies and procedures of Community First
- Carry out such other general duties as shall be determined by the

Chief Executive. Support other members of staff as required by the workload and by absences due to leave, sickness etc.

- Ensure that office security is maintained, and confidences are not breached.
- Promote an alert approach to Health and Safety at Work matters.

Community First is committed to Equal Opportunities and the post holder is expected to be familiar with the Equal Opportunities Policy and to complete his or her duties in a manner consistent with this policy.

This job description does not form part of the contract of employment but indicates how the contract should be performed. The job description will be subject to review and amendment in the light of experience and in consultation with the post as part of the annual appraisal process. The responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.