

# Job Description



<b>Title:</b>	Children and Young People's Group Facilitator
<b>Area:</b>	CYP Service Salford and Trafford
<b>Reporting to:</b>	Salford CYP Team Leader <i>All paid members of staff are accountable to the CEO, and ultimately the Trustees of TDAS</i>
<b>Place of work:</b>	Based across Salford and Trafford
<b>Hours of Work</b>	25 hours per week
<b>Salary/scale:</b>	Starting £17,485 (£25,878 FTE)

*This post is subject to DBS disclosure scheme*

## Background

Trafford Domestic Abuse Services (TDAS) is a Quality accredited, registered charity offering support to individuals and families who are affected by domestic abuse since 1990. We support families who live/work in the Trafford area and also provide IDVA and Children and Young People (CYP) support services in Salford. We provide both intervention and prevention services and work in partnership with other voluntary organisations to support families across Greater Manchester.

## TDAS Values

<b>Innovative:</b>	introduce new ideas, are creative and foreword thinking.
<b>Collaborative:</b>	work in partnership with key stakeholders to enable people to achieve a defined & common purpose
<b>Openness:</b>	create an open culture, provide transparent reporting, good fundraising and governance.
<b>Person centred:</b>	provide coordinated, personalized and enabling services to everyone
<b>Empowering:</b>	empower our service users to become stronger, more confident, being aware of their rights and privileges and live a more meaningful and fulfilling life.

## Purpose of the role

To deliver our specialist Children and Young People's project in the Community to a group of children who have or currently are living with domestic abuse and suffering the traumatic effects of such. The CYP group facilitator will provide a trauma informed support service to support children in the local community and deliver specialist domestic abuse workshops and programmes in school and community settings. Additionally they will liaise with schools across the city to our services and deliver training around domestic abuse to professionals.

## Main Duties

1. Access, organise and deliver the appropriate trauma informed services to meet the needs of the children/ young people and their families.
2. Pro-actively engage Salford and Trafford schools and community groups in the TDAS programmes and training offer; attending regular meetings to promote service and make new partnerships.

3. Organise and facilitate TDAS R'Space© programmes for CYP who have or are living in a domestic abuse household in both group and 1-1 sessions.
4. Organise and facilitate TDAS SOSN© programmes in school and community settings.
5. Deliver Healthy Relationship Workshops to young people in high school and community settings.
6. To deliver TDAS professionals training and lunch and learns.
7. To deliver training to teachers and professionals around the impact of domestic abuse on YP, how to deal with disclosures and how to offer trauma informed support.
8. To support Salford and Trafford Schools with operation encompass notification system; create clear referral pathways for schools into TDAS services.
9. To keep individual recordings which are factual, accurate and up to date of the CYP who attend the TDAS R'Space and SOSN Programme.
10. To obtain, record and report outcomes for the service through the use of attendance sheets, evaluation forms and observations.
11. To measure and record outcomes and outputs of programme and workshop delivery and complete programme reports to send to the CYP Team Leader.
12. Liaise and work in conjunction with key agencies ensuring that multi-agency work is undertaken as part of the process involved in the assessment and delivery of services provided to children and young people.
13. Liaise with LGBT, diverse communities and other hard to reach groups to imbed inclusion and ensure equality and diversity.
14. To complete internal referrals to other areas of the CYP support service to meet the needs of the child or young person.
15. To complete external referrals to appropriate services to meet the needs of the child or young person.
16. Access regular feedback from service users to ensure the continued improvement of services and support offered to children and young people by TDAS.
17. To plan and manage own workload working on own initiative, often in times of crisis
18. Provide an environment for children/young people in which their physical, emotional, intellectual and social wellbeing is promoted.
19. To be aware of, implement and keep up to date with Child Protection/Safeguarding Procedures in accordance with TDAS and Trafford safeguarding Partnership Protection/Safeguarding policies and procedures.
20. Work in partnership with children, young people, families, staff, statutory, voluntary and community organisations to promote the welfare and wellbeing of all children and young people living in the Community.
21. Provide a welcoming, safe, stimulating and inclusive environment in which children/young people can be supported, enjoy themselves, develop to their full potential and meet the requirements of Every Child Matters and current legislation.
22. Promote an inclusive environment that meets the differing needs of all children and young people.
23. Work with the Director of Operations, CYP Services Manager, CYP Team Leader and other support workers on the team to promote and support the development of TDAS.
24. Work to the standards laid down within the bounds of the Policy and Procedures of TDAS, including Equal Opportunities, Equality & Diversity, Data Protection, Child Protection and Safeguarding, Protection of vulnerable Adults (POVA) Health & Safety and core service user policies at all times. This is not an exhaustive list and all other policies and procedures within TDAS must be complied with.
25. Undertake any other reasonable duties as requested by the Director of Operations, the CYP Services Manager, and the CYP Team Leader commensurate with the grade and job title of the post.

## General

1. Work with the Chief Executive Officer and other staff members to promote and support the development of TDAS.
2. To adhere to TDAS Code of Conduct at all times.
3. To attend staff meetings when required
4. To work in line with, and follow, the policies and procedures of TDAS.
5. To ensure that all TDAS policies and procedures are implemented and promoted by staff.
6. To actively promote diversity in the organisation.
7. To act as an ambassador for and represent the TDAS at external functions.
8. To represent TDAS on local and regional forums.
9. To build positive relationships and partnerships with key local agencies
10. To embody TDAS's values and act as a role model.
11. To participate actively in the management team, contributing to the strategic development of the organisation.
12. To undertake any other duties as may be deemed consistent with the requirements of the post.

## Person Specification

<b>Essential Experience</b>	<b>How Assessed A = Application I = Interview</b>
1. Minimum of two years' experience of working with children and young people in a residential or community based setting and environment.	A
2. Experience of working with children and young people in a crisis situation, demonstrating strong crisis management skills and ability to cope under pressure.	A & I
3. Experience delivering group programmes or training/presenting.	A & I

You are required to have an excellent understanding of:

<b>Essential Understanding</b>	<b>How Assessed A = Application I = Interview</b>
9. Knowledge and understanding of the effects of domestic abuse on men, women, children and young people and relevant legislation	A & I
10. In depth understanding of child protection and safeguarding	A & I
11. Child and Young person development	A
13. Equality issues and marginalisation of various groups and communities	A
14. Working knowledge of all relevant Policy and Procedures e.g. risk assessment, support planning and delivery of person centred services, Health & Safety requirements	A & I
15. Knowledge of appropriate assessments related to supporting CYP	A & I
16. The roles and responsibilities of statutory organisations in relation to DA	A

You are required to be able to demonstrate that you have:

<b>Essential Skills</b>	<b>How Assessed A = Application I = Interview</b>
17. Ability to plan and facilitating group support programmes and workshops	A
18. Excellent written, verbal and interpersonal communication skills	A & I
19. Ability to work cooperatively within a team	A & I
20. Ability to work under own initiative	A
21. Good numeracy skills and literacy skills	A

<b>Desirable Skills</b>	
22. Ability to use IT to record case notes and reports	A
23. Understanding and knowledge of principles of undertaking risk assessment, support planning and delivery of services.	A
24. Understanding and knowledge of principles of undertaking risk assessment, support planning and delivery of services.	A & I

You are required to be able to demonstrate that you have:

<b>Qualifications/ Professional Membership</b>	<b>How Assessed A = Application I = Interview</b>
25. NNEB/NVQ level 3 or equivalent qualification in Child care and education, Social Care, Teaching or similar (Essential)	A
26. First Aid Qualification (Desirable)	A

You are required to be able to demonstrate you:

<b>Essential Personal Qualities &amp; Competencies</b>	<b>How Assessed A = Application I = Interview</b>
27. Have values consistent with those of TDAS	A & I
28. Will act with integrity and respect when interacting with service users, employees, agencies and individuals	I
29. Are committed to upholding TDAS's policies and procedures	A
30. A commitment to diversity and working in an anti- discriminatory way	I
31. Ability to maintain professional boundaries at all times	A

### Additional Requirements

The post holder will be required to liaise with TDAS Chief Executive Officer, Director of Operations, other TDAS Staff, TDAS Board of Trustees, Statutory, Voluntary and Community Organisations and other professionals.
There will be a requirement for attendance at some Board Meetings, Professional Meetings and training sessions as and when directed by the Chief Executive Officer, Director of Operations and the Board of Trustees.