



Jobs with Real Meaning

Supporting children, young people
and adults affected by abuse and
child sexual exploitation.

<http://hopian.org.uk>

0330 2020 571

A registered Charity Number: 1141699
and a Registered Company Number: 07441391

Job Description

Post:	Project Worker
Salary:	£25,486- £26,919 FTE per annum
Responsible to:	Allocated Manager
Accountable to:	CEO
Hours of Work:	Full time and part time hours available (35 hours FTE)

Job Purpose

To provide high quality support for individuals, families, and communities in Rotherham and are currently or have, experienced domestic abuse and or CSE, or other identified needs; in order to reduce risk, improve safety and enable them to make decisions regarding their future. The job role may have a specific focus i.e., supporting children and young people, however the role is to work flexibly in relation to any projects and services delivered by Hopian.

Main Duties

- To support the effective development and delivery of Hopian Support Services, providing practical and well-being support for individuals, families and communities.

- To complete risk assessments, safety planning with service users.
- To work in an empowering way to develop individuals self-confidence and self-esteem.
- To support the aims and objective of Hopian by raising awareness of domestic and sexual abuse and its impact on adults and their children.
- To work in a multi-agency way to protect individuals and families from abuse and promote safeguarding of children, young people, and adults.

1.

Key Responsibilities

- Providing a prompt response and support for those accessing services, including crisis intervention. Including offering services over the phone, through email/social media and face to face, including walk in clients.
- Complete risk assessments, safety plans, assessment of need, and support plan as part of the initial contacts, in order to identify and manage risks and improve safety of adults, children, young people and staff.
- Work with all those affected by domestic abuse and CSE to help them access services to keep them and where applicable their children safe. Advocate for service users with agencies who can help to address the domestic abuse by:
 - Understanding the role of all relevant statutory and non-statutory services
 - Working directly with all key agency partners to address the safety of service users and ensuring that their safety plans are coordinated particularly through the MADA and MARAC and multi-agency processes
- Work effectively to meet the requirements of the project worker's role focused area of work. For example, a position involving children and young people will require regular evening shifts, adopting a community engagement approach that includes interacting with young people in their community , overseeing the operations of the café for youth engagement purposes, casework and group work. Other focused areas include working in the Helpline, Key Work and Post CSE services. This list is not exhaustive, and your role may also be subject to development in line with the principles of the project worker role.

- Ensure that the accommodation/centre is adequately prepared to meet the individual and family needs. Welcome new residents/service users and introduce them to the organisation and undertake assessment procedures, completing all relevant forms.
- Ensure individuals and families receive the correct package of support to reflect choice and assessment.
- Provide planned support for individuals and families following assessment.
- Develop and sustain community links and relationships with other agencies to ensure the co-ordination of responses to meet the needs of adults and children. This may include developing and facilitating awareness sessions and a variety of engagement activities.
- Deliver and support development of external and internal training/presentations/awareness sessions/ group work/events /activities
- Ensure that safeguarding and child protection is incorporated through your working practice in order to ensure a coordinated, strengths-based response to the needs of families and individuals.
- Where necessary taking the lead role in multi-agency safeguarding/child protection meetings in order to ensure a coordinated response to the needs of families.
- Participate in the MADA ,MARAC and other multi agency meetings process – attending, referring to, following -up actions agreed, and liaising with service user.
- Support and develop opportunities for service user consultation and participation in the work of Hopian.
- Support the Service Manager in the recruitment of volunteers and students, and supervising volunteers and students to ensure that they work and develop in line with Hopian's values, philosophy, policies, and procedures.
- Support the induction of paid members of staff, students, and volunteers.

- Work flexibly within the context of this job role, including being deployed internally as required, develop, attend, and deliver activities in relation to any projects and services that Hopian delivers.
- Develop, maintain a specialism within role this may include CSE, CSA, BAMER, High Risk DA, working with those using abusive behaviours, Mental health, Family Support, C&YP, substance misuse etc. It is expected that you will use this specialism to enable Hopian to support service users effectively.

2 Hopian Premises

- As part of the team ensure the maintenance of the security of Hopian properties.
- As part of the team ensure the maintenance, cleanliness and efficient use of the buildings and upkeep of furnishings.
- As part of the team support the development, promotion and activities of the Hub, Café, and the work of Hopian.
- Assist with the ordering of supplies and maintaining a stock of resources and equipment that are stored and used safely.

3 Administration

- Preparation of in-house/external information and publicity materials in a range of formats including social media.
- Complete case studies, record and gather information that demonstrates service users distance travelled and experience of accessing Hopian Services.
- Ensure data is completed accurately, inputted on the database.
- Maintain clear and adequate records of work done and in progress to ensure that they are accessible as appropriate.
- Contribute to reports for the management group, including the annual report and evaluation of services.

- Contribute to the preparation of monthly returns, monitoring and maintaining records and statistics.
- Contribute to the development and maintenance of Hopian resources.
- Ensure the processing and handling of personal data is GDPR compliant.

4 Policies

- Implement and adhere to the policies and procedures of Hopian.
- To contribute to the review and development of appropriate policies and procedures and the development of best practice.
- Ensure that confidentiality is maintained. Maintaining professional boundaries with users of Hopian services and staff. To work in accordance with Hopian Code of Conduct.
- Comply with internal and external regulations, procedures, and other requirements in relation to the organisation, its services, and facilities.
- Contribute to the review and development of appropriate policies and procedures and the development of best practice.

5 Personal and Professional Development

- Attend and participate in regular team meetings and supervision
- Complete the induction package and undertake other relevant training and professional development.
- Develop and maintain a working knowledge of the law and practice relating to welfare benefits, housing, family, child protection, gender issues and other relevant areas.

- Develop reflective practice, knowledge of evidence-based interventions, models and theories while applying them to own practice.
- Share responsibility for own professional development in line with the requirements of the role, using internal development opportunities, external training, or support as required.

6. Other

- Actively support Hopian to:
 - Develop the charity's sustainability and fundraising efforts
 - Promote the rights of adults, children and young people living with, escaping, or having experienced abuse
 - Develop networks
 - Develop and maintain the charities profile
- Utilise anti-discriminatory practice and promote equal opportunities and diversity.
- Provide day-to-day support to colleagues, and provide support and supervision for volunteers, and students.
- Support the development, implementation of a volunteer service, and lead on the recruitment and supervision of volunteers.
- Implement Hopian's Vision, Mission, and Values.
- Undertake duties as required by managers / Management Group commensurate with the grade of the post.

Personal Skills and Characteristics Essential Desirable Shortlisting criteria

Knowledge, Experience and Education / Training

1.1 Significant experience (paid or unpaid) of working directly with vulnerable people, children and young people who have multiple needs on an individual and/or group work basis.

Essential: COVERING LETTER / INTERVIEW / SHORTLISTING CRITERIA

1.2 Awareness of equal opportunities and an ability to address discrimination.

Essential: INTERVIEW

1.3 An awareness of the issues, impact and subsequent needs of adults, children and young people who have experienced domestic abuse and or CSE, including the particular issues faced by marginalised groups, e.g. Roma community, asylum seekers and refugees.

Essential: COVERING LETTER / INTERVIEW / SHORTLISTING CRITERIA

1.4 Understanding of the need to work in ways that empower adults and children.

Essential: INTERVIEW

1.5 An awareness of the range of services and agencies available that can support adults and children, such as welfare rights and housing and a knowledge of how to support adults and children to access these.

Essential: INTERVIEW

1.6 Understand the importance of being able to maintain confidentiality.

Essential: Interview

1.7 An awareness of the policies and procedures required within a service that provides support for adults, children, and young people, including risk assessments.

Essential: INTERVIEW

Skills and Abilities

2.1 Ability to work independently and as part of a team.

Essential: Interview

2.2 Ability to operate flexibly to manage and prioritise a varying workload.

Essential: INTERVIEW

2.3 Ability to liaise with other agencies.

Essential: Interview

2.4 Self-motivation and ability to work on own initiative.

Essential: COVERING LETTER / INTERVIEW / **SHORTLISTING CRITERIA**

2.5 Ability to work under pressure and manage time effectively.

Essential: COVERING LETTER / INTERVIEW / **SHORTLISTING CRITERIA**

2.6 Ability to develop and maintain professional relationships with service users, paid and unpaid staff and professionals from other organisations.

Essential: INTERVIEW

2.7 Ability to manage and resolve conflict.

Essential: INTERVIEW

2.8 Ability to maintain effective and appropriate records.

Essential: INTERVIEW

2.9 Ability to use Microsoft word as well as email, internet and digital applications including data base.

Essential: INTERVIEW

2.10 Ability to communicate verbally and in writing clearly and effectively.

Essential: COVERING LETTER / INTERVIEW / **SHORTLISTING CRITERIA**

Additional Criteria

3.1 A relevant qualification minimum level 3, (C&YP worker requires relevant C&YP qualification) e.g. Advice work, Community Work, Youth Work, Health & Social Care, counselling.

Essential: COVERING LETTER / CERTIFICATES / QUALIFICATIONS / **SHORTLISTING CRITERIA**

3.2 Ability to communicate effectively in a second language other than English. This criterion is applicable to project worker roles where it has been specified as a requirement.

Desirable: COVERING LETTER / CERTIFICATES / QUALIFICATIONS

3.3 Basic Counselling Skills.

Desirable: COVERING LETTER / CERTIFICATES

3.4 Hold a clean driving licence and have access to a vehicle. (Essential for Refuge)

Desirable: COVERING LETTER / CERTIFICATES

We are committed to fostering an inclusive and diverse environment. We strive for equality in service delivery and employment practices. It is imperative that all staff comprehend and actively endorse this policy in their daily responsibilities.

All employees have a responsibility for their own health and safety and that of others when performing their duties and must help us to apply our general statement of health and safety policy.

Hopian is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. A satisfactory Criminal Record Bureau check will need to be returned prior to commencement of employment.

This specification has been prepared in accordance with the requirements of the organisation's Equal Opportunities and Employment Policy(ies).

Whilst every effort has been made to outline all the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Also, the post holder may, from time to time, be asked to undertake other reasonable duties commensurate with the grading of the post. We will undertake to make any reasonable adjustments to a job or workplace to counteract any disadvantages a disabled person may have.

Disabled applicants who meet the essential short-listing criteria will be guaranteed an interview.

In the event of a large number of applicants meeting the essential criteria, desirable criteria or occupational testing may be used as a further short-listing tool.