**Job Description – Youth Advocate and Safeguarding Officer**

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| You are responsible to: | Programme Manager (Youth Work) |
| You are responsible for: | Supervising Volunteers and Youth Work Assistants whilst at groups and activities |
| Your salary scale is: | £28,153.13– £30,712.50 per annum  (The Kite Trust’s usual practice is to appoint to the lower end of the advertised scale) |
| Your holiday entitlement is: | 25 days pa plus bank holidays |
| Your contract is: | Permanent |
| Your hours are: | Full time – 35 hours per week  Exact working pattern to be agreed between line manager and appointed candidate. The Kite Trust’s usual pattern is 8-hour days Mon-Thurs, 3 hours Friday morning with occasional weekend work. |
| Location | A mixture of home-based and office-based in Ely, with regular travel across Cambridgeshire and Peterborough. |

Purpose of Your Role

You will support the delivery of The Kite Trust’s Youth Work Programme covering Cambridgeshire, Peterborough and the surrounding areas, between our Youth Work team. You will primarily take responsibility for aspects of our Individual Support Programme, ensuring that young people receive enhanced support where wellbeing or safeguarding concerns have been raised.

The Youth Advocate & Safeguarding Officer provides high quality, holistic advocacy support, amplifying the voice of young people in challenging situations and supporting them to communicate their wishes and feelings. The advocate also provides accurate information, including signposting or referral to specialist support, to enable young people to make informed decisions. The advocate does this by: working in a young person-centred way; being a reliable and boundaried professional; acting from a place of unconditional positive regard, providing pastoral support where needed; and supporting young people to be empowered to advocate for themselves.

Your role will also include assisting with other aspects of the Youth Work Programme as required, including facilitating activities for youth groups and supporting on residential and school holiday activities.

Principle Duties

**Work with young people**

* Working respectfully and non-judgmentally to engage children and young people who may not be engaging with other services
* Maintaining appropriate, boundaried relationships with young people
* Acting on safeguarding and risk information in line with The Kite Trust’s policies and procedures, working closely with the Designated Safeguarding Lead to undertake follow-up actions on concerns raised.
* Providing high quality, one-to-one advocacy and safeguarding support to a caseload of young people, including:
  + Listening to young people and developing a plan, alongside the young person, to address their individual support needs
  + Advocating to professionals on behalf of young people in a range of settings (including in school and as part of child protection proceedings)
  + Giving accurate, accessible, rights-based information to young people and seeking specialist information and advice when needed
* Developing an understanding of, and keeping up to date with, relevant policy and legislation

**Service Development**

* Contribute to the development of The Kite Trust’s Youth Work services.
* Work in collaboration with other members of the Youth Work team, the Policy & Advocacy team, and broader charity, to reach organisational goals and contribute to successful programming
* Liaise with other agencies and providers, both locally and nationally, to enrich and promote the work of The Kite Trust, in particular working with school staff and local authority locality teams.
* Contribute to strategies which aim to improve young LGBTQ+ people's mental health and the accessibility of services.
* Ensure that The Kite Trust services are relevant and appropriate to young people's needs and that young people are involved in the shaping of our work.
* Ensure that young people’s experiences of, and outcomes from The Kite Trust services, are recorded and shared and used to inform our development and to meet the needs of our funders and commissioners including effective use of our CRM.
* Continually develop internal processes for internal and external referrals and proactively communicate these processes to other staff and volunteers.
* Develop and maintain strong relationships with and a good understanding of relevant voluntary and statutory sector organisations.
* Produce accurate and timely monitoring and evaluation information.

**Professional Development**

* Participate in regular supervision with the Programme Manager (Youth Work) and additional individuals as assessed appropriate.
* Participate in continuous professional development opportunities as agreed with the Programme Manager (Youth Work)

**Other Duties and Requirement of the Job**

* From time to time, you may be expected to undertake other duties to support the smooth running of The Kite Trust.

Person Specification

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|  | **Essential** | **Desirable** |
| **Knowledge** | * Knowledge of LGBTQ+ identities and the particular challenges faced by young LGBTQ+ people. * Knowledge of statutory services and their function and appropriate referral procedures. * A good knowledge and understanding of recent developments and current issues in the lives of young people. * A good knowledge of principles and practice of Youth Work and/or Children’s Social Work | * A qualification in Youth Work or Social Work. |
| **Skills** | * Ability to co-ordinate a complex workload within time limits. * Good verbal communication and listening skills * Well organised with the ability to work to deadlines and demonstrate attention to detail * Ability to use initiative to think through problems to find solutions * Ability to effectively coordinate and deploy resources to deliver results |  |
| **Experience** | * Substantial experience and knowledge of safeguarding and child protection procedures. * Experience of working with young people * Working with a range of different people and responding to their needs and requirements * Working within a team * Undertaking administrative tasks, such as responding to emails, answering telephone calls, maintaining filing systems and working on databases * Experience using CRMs and systems to record data effectively and efficiently | * Experience of working with young people in a youth work setting * Experience of client assessment and risk assessments * Experience of working in the LGBTQ+ sector |
| **Personal Qualities** | * Highly organised * Ability to work evenings and weekends when required * Positive, self-motivated, pro-active and flexible * A trustworthy and effective team member * A driving license and access to your own transport | * An ability to reflect on your professional practice and to proactively seek resources and support for personal development |