



**THE LINK CHARITABLE TRUST
JOB DESCRIPTION**

Title:	Youth Sessional Worker
Location:	Redcar & Cleveland
Employment Terms:	Zero-hours
Service Area:	Children, Young People and Families
Reporting to:	Children & Young Person Coordinator
Accountable to:	The Board of Trustees
Salary:	£11.97 per hour

The Link Charitable Trust (LCT) is a Redcar based charity working with Children, Young People and their Families, and Adults, offering regular drop-in advice and information sessions, a range of activity and social groups which aim to reduce social isolation and enable new friendships to be made, and 1:1 support to promote positive wellbeing and develop resilience.

Job Purpose

The Sessional Worker will work within The Link Charitable Trust as part of a wider team, reporting to the Group Leads/ Project Coordinator; you will be involved in supporting the delivery of The Link Charitable Trusts social groups for Children and Young people. The post holder will also support the Group Lead/ Project Lead in the planning and delivery of weekly sessions.

Main Duties and Responsibilities

- Supporting the delivery of weekly groups
- Supporting the Group Lead in planning session material including preparing activities, resources, information sheets, handouts and worksheets and other resources.
- Encouraging and supporting service-user feedback and involvement in all aspects of the service.
- Working in an empowering and motivating way to enable group members to participate comfortably in structured activities
- Support the Group Leads in managing group dynamics to help foster a safe and accepting environment.
- Ensuring that the group rules and contract for service-users are followed and that they are periodically reviewed with the service users

- Fostering professional relationships and maintaining professional boundaries with service users in line with The Link Charitable Trusts policies and procedures.

Expectations

- To attend and contribute to team meetings, supervision and appraisal process in line with The Link Charitable Trust's policies and procedures.
- To attend and contribute to The Link Charitable Trust's core training and any other training identified as appropriate for the post.
- To travel to and attend meetings which may require the need to work unsociable hours.
- To adhere to relevant legal and statutory requirements including the Data Protection Act, Health and Safety at Work Act and relevant charity law.
- To maintain an appropriate level of confidentiality at all times.
- Demonstrate organisational awareness and see the bigger picture while working towards objectives
- Be open to change and respond flexibly and quickly to the changing world.
- Share appropriate information with children and young people, staff and volunteers and other agencies in accordance with the rules of confidentiality and protection of data.

Monitoring, Evaluating and Developing Service Provision

- Assist the line manager and colleagues in the monitoring, evaluation and development of the service.
- Contribute to the setting of targets/action plans and work related to these, to assist service development.
- As appropriate, assist in the development and production of resources for the benefit of children, young people and families.
- In the absence of the line manager, assist in ensuring service delivery and development is maintained to a good and professional standard at all times.

Work with Other Staff/Agencies

- Present the users of our service and the service overall in a positive and professional manner, not bringing the service into disrepute.
- As appropriate, represent the service and provide a positive service perspective at relevant meetings/ networking events (or other forms of joint working or training).
- Liaise with other staff and agencies to further meet the needs of children and young people in accordance with the service criteria, policies and procedures.
- Take part in the delivery of training (as appropriate), consultation and guidance to others, pertaining to the level of development.

Safeguarding

- Responsible for safeguarding children and promoting the welfare of children and young people and vulnerable adults at all times and operating within local policies and procedures.
- Under guidance and support taking appropriate safeguarding action to protect children, young people and vulnerable adults at risk of significant harm.
- Under guidance and supervision to identify and support families in accessing Early Help Services.
- To share appropriate information with parents/carers or other agencies regarding the child's wellbeing and progress keeping within the boundaries of Confidentiality and Information Sharing protocols.
- Ensure consent obtained and checked prior to sharing information, except in situations of safeguarding

A Professional and Ethical Service

- To undertake relevant Continuing Professional Development as required for the purposes of continued professional accreditation or registration and as identified through The Link Charitable Trusts professional development and Appraisal system.
- To undertake supervision as per The Link Charitable Trust's supervision policy and in line with the appropriate professional body.
- To work within The Link Charitable Trust's GDPR and Information Governance policies and procedures.
- To ensure a safe and secure working environment for self and others and to take action as necessary within Health and Safety and other guidelines.
- To adhere to all The Link Charitable Trust's Policies, Procedures and Guidelines.
- To promote and value the rights, responsibilities and diversity of people using the service.
- Promote and act in accordance with the service action plans with regards to equal opportunity and non-discrimination.
- Undertake training, supervision and appraisal to provide a high standard of service in a learning, innovative and continuous personal development environment.
- To promote the safety of children, young people and vulnerable adults to further the aim of preventing abuse or the risk of abuse.
- To act in a professional manner at all times whilst representing the service.
- Undertake other duties and responsibilities as required from time to time, commensurate with the post.

This job description is designed to identify principal responsibilities only. The post holder is required to be flexible in developing the role in accordance with changes in The Link's organisational objectives and priorities.