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| Job Description | | | |
| **Job Title:** | Children & Young People Practitioner | | |
| **Reporting to:** | CEO | | |
| **Responsible for:** | CYP Volunteers | | |
| **Location:** | Flexible: Brecon / Brecon High School / community based in Brecon & District area | | |
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| **Our Purpose**  Here to help you manage your mental health & wellbeing | | | |
| **Our Vision**  We support minds  We connect minds  We change minds  Together, we are Mind | | | **Our Values**  Connection  Kindness  Honesty  Learning |
| **Our Mission**  Promote the preservation of good mental health by enabling and empowering everyone experiencing mental health challenges to live with, manage and recover from their condition.  Relieve the needs of people with mental health problems by working to increase understanding of mental health by gathering and disseminating information and working to raise awareness, promote understanding and challenge stigma and discrimination. | | | |
| **Job Purpose:**  Working in partnership with schools, provide a range of mental health & wellbeing support which enable children & young people to be independent; healthy and active; able to socialise; feel valued in society; develop to their full potential; engage with and contribute to their community and enjoy safe and healthy relationships. | | | |
| **Responsibilities:**   1. Develop and deliver a range of wellbeing activities and services led by needs of the school & ‘pupil voice’, to meet the needs of children & young people, including:  * In School Support, including communication with school staff and systems. * Summer holiday support, liaising with local youth groups & services eg (Brecon Youth Club, CAMHS, Young Carers) * After school support. * Individual support (eg Independent Trusted Adult, Listening / CYP Supported Self Help) * Group / Peer support eg lunchtime wellbeing walk * Training, events and workshops * Raising Awareness eg School Assemblies, talks, events, linking with campaigns. * Teacher and school staff wellbeing support.  1. Ensure that all services comply with relevant legislation and strategies, including:  * Social Services and Wellbeing (Wales) Act 2014 (including Codes of Practice) * United Nations Convention on the Rights of the Child (UNCRC) * Wellbeing of Future Generations Act * Powys Regional Partnership’s ‘Start Well Partnership’  1. Contribute to the provision of services that:  * Are collaborative and strength based * Identify and work towards personal and/or family outcomes as defined in the Social Services and Wellbeing (Wales) Act * Ensure that all service users and are treated with dignity and respect * Ensure that service users and their families are listened to, communicated with and consulted effectively * Support service users to maintain their independence * Ensure service users are safeguarded, including following school’s procedure when working in schools.  1. Practice early detection and resolution techniques so that any concerns, problems or complaints are addressed efficiently and effectively. 2. Through the provision of appropriate wellbeing interventions, contribute to preventing or delaying the further development of individual’s needs for additional care and support with mental health problems. 3. Provide wellbeing support for those with protected characteristics, including working with those with a disability to help minimise the impact of a disability on wellbeing. 4. Ensure that high standards of confidentiality are maintained, in support of the GDPR principles. 5. Ensure accurate and timely records are kept of casework, attendances, support plans, interventions, outcome scores and feedback. Provide termly service reports with data, stories & recommendations. Attend review meetings (in holidays) with School staff. 6. Follow agreed working procedures at all times 7. Maintain high standards of safeguarding and ensure that the charity’s safeguarding policy and procedures are followed at all times. 8. Engage with service users, families and other stakeholders to obtain feedback about the service and share this to inform service improvement, development and fundraising. 9. Contribute to promotion and publicity of the support available and impact of support. 10. Recruit, Induction and supervise volunteers, helping to ensure they can make their best contribution to the service. | | | |
| **General Requirements:**   * Contribute positively and work in accordance with Brecon and District Mind’s culture, values, aims and objectives * Work diligently to meet the requirements of this job description * Always seek to continuously improve so that the highest quality standards are achieved * Participate positively in internal/external events, meetings and training as required * Positively participate in supervision and appraisals * Ensure that relevant policies, procedures and working practices are adhered to at all times * Act as a positive ambassador for Brecon and District Mind * Positively contribute to the team working environment, taking ownership of issues and supporting colleagues where appropriate * Contribute to a welcoming environment for members & visitors. * Be flexible and willing to undertake any other duties that may be reasonably be required * Positively contribute to the evaluation of the impact of programmes and other key business plan objectives. | | | |
| NB: This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed in consultation with the employee. As a general term of employment, Brecon and District Mind may affect any necessary change in job content, or may require the post holder to undertake other duties, provided that such changes are appropriate to the employee’s remuneration and status.  Due to the responsibilities of this role, it will be necessary for the appropriate level of Disclosure and Barring Service Check to be undertaken.  I confirm that I have read and accept the duties and responsibilities contained in this job description | | | |
| **Name (Please Print)** | |  | |
| **Signed Dated** | | | |

Person Specification

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| **Qualifications** | **Essential** | **Desirable** | **Method of Assessment\*** |
| Relevant professional qualification or equivalent experience working with Children and Young People | **\*** |  | A, C |
| Evidence of commitment to own and others’ continuing personal development | **\*** |  | A, I |

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| **Experience** | **Essential** | **Desirable** | **Method of Assessment\*** |
| Experience of providing support to Children & Young People | **\*** |  | A, I |
| Experience of providing individual wellbeing support to Children & Young People | **\*** |  | A, I |
| Experience of working with groups of children & Young people | **\*** |  |  |
| Experience of working with and supervising volunteers |  | **\*** | A, I |
| Experience of delivering training, workshops or presentations | **\*** |  |  |

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| **Knowledge & Skills** | **Essential** | **Desirable** | **Method of Assessment\*** |
| Ability to work effectively and positively with children & young people and their families | **\*** |  | A, I |
| Awareness of the school environment |  | **\*** | **A, I** |
| Ability to communicate effectively, verbally and in writing to a high standard with a diverse range of individuals with different levels of understanding and ability | **\*** |  | **I** |
| Networking skills – able to build effective relationships with colleagues and those from education, community, statutory and third sector organisations | **\*** |  | **I** |
| Engagement skills – able to engage effectively with children and young people to obtain and act upon their feedback | **\*** |  | A, I |
| Understanding of equality legislation and able to identify inappropriate behaviour | **\*** |  | **I** |
| Understanding of common mental health issues and challenges that Children & Young People experience | **\*** |  | A,I |
| Knowledge of relevant legislation | **\*** |  | A, I |
| Sound understanding of Safeguarding practices | **\*** |  |  |
| Sound understanding of GDPR and Data Protection regulations | **\*** |  | I |
| Good IT skills, including Microsoft, social media and video calling (Zoom/Teams) | **\*** |  |  |

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| **Personal Attributes** | **Essential** | **Desirable** | **Method of Assessment\*** |
| Able to work calmly and professionally under pressure and adaptable when working in school and community environments. | **\*** |  | I |
| Team player – work efficiently and effectively with colleagues and associates | \* |  | I |
| Appreciation of the need for equality of opportunity for all – able to tailor approach accordingly | \* |  | I |
| Ability to be innovative, identifying new opportunities | \* |  | I |
| Able to work on own initiative | **\*** |  | **I** |
| Able to follow agreed working procedures effectively | **\*** |  | I |
| Able to prioritise workload and achieve deadlines | **\*** |  | I |
| Able to work effectively with a wide range of key stakeholders | **\*** |  | I |
| Significant enthusiasm for the work of Mind | \* |  | I |
| Proactive approach, a self-starter | **\*** |  | **I** |
| Operates with integrity and honesty at all times | **\*** |  | **I** |
| Commitment to continuous service improvement | \* |  | I |
| Driving licence and use of a car |  | **\*** | A, I |
| Ability to speak Welsh |  | **\*** | A,I |
| Able to contribute to ensuring that the premises are welcoming and well presented | \* |  | I |

\* A – Application / C – Certificate / I – Interview / AT - Assessment Test