**Rotherham Rise**

**Job Description and Person Specification**

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| Post: | **Project Worker**  |
| Salary: | NJC SCP 12 £23,532- NJC SCP 15 £24,974FTE (Salary scale dependent on experience and qualification). |
| Responsible to: | Allocated Service Manager |
| Accountable to: | Chief Executive  |
| Hours of Work | This role will include planned early evening and weekend work and contribute to the on-call rota to meet the needs of service users and service delivery.  |

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| **Job Purpose** |
| To provide high quality support for individuals and families who live in Rotherham and are currently or have, experienced domestic abuse and or CSE, or other identified complex 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 Rotherham Rise.  |
| **Main Duties** |
| * To support the effective development and delivery of Rotherham Rise Services, providing practical and wellbeing support for individuals.
* To complete risk assessments, safety planning with service users.
* To work in an empowering way to develop service user’s self-confidence and self-esteem.
* To support the aims and objective of Rotherham Rise 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.
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| 1. **Key Responsibilities**
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| 1.1 | 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. |
| 1.2 | 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. |
| 1.3 | Work with all those affected by domestic abuse and or 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 clients and ensuring that their safety plans are coordinated particularly through the MARAC and multi-agency processes
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| 1.4 | 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. |
| 1.5 | Ensure individuals and families receive the correct package of support to reflect choice and assessment.  |
| 1.6 | Provide planned support for individuals following assessment. |
| 1.7 | 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.  |
| 1.8 | Deliver and support development of external and internal training/presentations/awareness sessions/ group work/events /activities |
| 1.9 | 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. |
| 1.10 | 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. |
| 1.11 | Participate in the MARAC and other multi agency meetings process – attending, referring to, following -up actions agreed, and liaising with service user. |
| 1.12 | Support and develop opportunities for service user consultation and participation in the work of Rotherham Rise.  |
| 1.13 | 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 Rotherham Rise values, philosophy, policies and procedures. |
| 1.14 | Support the induction of paid members of staff, students and volunteers.  |
| 1.15 | 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 Rotherham Rise delivers.  |
| 1.16 | 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 Rotherham Rise to support service users effectively. |
|  **2. Rotherham Rise Premises** |
| 2.1 | As part of the team ensure the maintenance of the security of Rotherham Rise properties. |
| 2.2 | As part of the team ensure the maintenance, cleanliness and efficient use of the buildings and upkeep of furnishings. |
| 2.3 | As part of the team support the development, promotion and activities of the Hub, Café, and the work of Rotherham Rise.  |
| 2.4 | Assist with the ordering of supplies and maintaining a stock of resources and equipment that are stored and used safely. |
|  **3. Administration** |
| 3.1 | Preparation of in-house/external information and publicity materials in a range of formats including social media. |
| 3.2 | Complete case studies, record and gather information that demonstrates service users distance travelled and experience of accessing Rotherham Rise Services. |
| 3.3 | Ensure data is completed accurately, inputted on the database. |
| 3.4 | Maintain clear and adequate records of work done and in progress to ensure that they are accessible as appropriate. |
| 3.5 | Contribute to reports for the management group, including the annual report and evaluation of services. |
| 3.6 | Contribute to the preparation of monthly returns, monitoring and maintaining records and statistics. |
| 3.7 | Contribute to the development and maintenance of Rotherham Rise resources. |
| 3.8 | Ensure the processing and handling of personal data is GDPR compliant.  |
|  **4. Policies** |
| 4.1 | Implement and adhere to the policies and procedures of Rotherham Rise. |
| 4.2 | To contribute to the review and development of appropriate policies and procedures and the development of best practice. |
| 4.3 | Ensure that confidentiality is maintained. Maintaining professional boundaries with users of Rotherham Rise services and staff. To work in accordance with Rotherham Rise Code of Conduct. |
| 4.4 | Comply with internal and external regulations, procedures and other requirements in relation to the organisation, its services and facilities. |
| 4.5 | Contribute to the review and development of appropriate policies and procedures and the development of best practice. |
|  **5. Personal and Professional Development** |
| 5.1 | Attend and participate in regular team meetings and supervision. |
| 5.2 | Complete the induction package and undertake other relevant training and professional development. |
| 5.3 | 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. |
| 5.4 | Develop reflective practice, knowledge of evidence based interventions, models and theories while applying them to own practice. |
| 5.6 | 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** |
| 6.1 | Actively support Rotherham Rise to:* Develop the charity’s sustainability
* Promote the rights of adults, children and young people living with, escaping, or having experienced abuse
* Develop networks
* Develop and maintain the charities profile
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| 6.2 | Utilise anti-discriminatory practice and promote equal opportunities and diversity.  |
| 6.4 | Provide day-to-day support to colleagues, volunteers and students. |
| 6.5 | Support the development, implementation of a volunteer service, and lead on the recruitment and supervision of volunteers. |
| 6.6 | Implement Rotherham Rise’s Vision, Mission, and Values. |
| 6.7 | Undertake duties as required by managers / Management Group commensurate with the grade of the post. |

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| **Project Worker Person Specification** |

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| **Personal Skills and Characteristics** | **Essential** | **Desirable** | **Short listing Criteria** |
| **1. 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. | AF / I |  | YES |
| 1.2 | Awareness of equal opportunities and an ability to address discrimination. | AF / I |  | YES |
| 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 marginalized groups, e.g. Roma community, asylum seekers and refugees.  | AF / I |  |  YES |
| 1.4 | Understanding of the need to work in ways that empower adults and children. | AF / I |   |  YES |
| 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. | AF/I |  |  |
| 1.6 | Understand the importance of being able to maintain confidentiality. | I |  |  |
| 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. | I |  |  |
| **2. Skills and Abilities** |
| 2.1 | Ability to work independently and as part of a team. | I |  | YES  |
| 2.2 | Ability to operate flexibly to manage and prioritise a varying workload. | AF/I |  | YES |
| 2.3 | Ability to liaise with other agencies. | I |  |   |
| 2.4 | Self-motivation and ability to work on own initiative. | AF/I |  | YES |
| 2.5 | Ability to work under pressure and manage time effectively. | AF/I |  | YES |
| 2.6 | Ability to develop and maintain professional relationships with service users, paid and unpaid staff and professionals from other organisations. | I |  |   |
| 2.7 | Ability to manage and resolve conflict. | I |  |   |
| 2.8 | Ability to maintain effective and appropriate records. | I |  |  |
| 2.9 | Ability to use Microsoft word as well as email, internet and digital applications including data base. | AF |  | YES |
| 2.10 | Ability to communicate verbally and in writing clearly and effectively. | AF/I |  |  YES |
| **3. Additional Criteria** |
| 3.1 | A relevant qualification, or evidence of significant experience and learning (minimum level 3, C&YP worker requires relevant C&YP qualification) e.g. Advice work, Child D0120ily Workng People manage a ndcurrent partnership workts where appropriate. women and children disproportunatly. evelopment, Domestic Abuse, Community Work, Youth Work, Health & Social Care.  | AF/CQ |  | YES |
| 3.2 | Ability to communicate effectively in a second language other than English. This criteria is applicable to project worker roles where it has been specified as a requirement.  | AF/I |  | YES(where specified) |
|  **4.Desirable**  |
| 4.1 | Hold a clean driving licence and have access to a vehicle. | AF/CQ |  |  |
| 4.2 | Basic Counselling Skills. |  | AF/CQ |  |

Key:

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| * AF – Application Form
 | * I – Interview
 | * Reference
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| * CQ – Certificate or Qualification
 | * OT – Occupational Test
 | * DBS – Disclosure and Barring Check
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* 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.
* Desirable 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.