



Young People’s Assistant Project Worker Job description

Contract	Temporary. This post is initially funded for 12 months, from Sep 24, to cover maternity leave with potential for extension (funding permitting).
Hours	28-35 hours (hours to be agreed based on preference of successful candidate). Includes working up to 3 evenings per week and occasional weekend and residential work (with notice)
Salary	£21,840 Full time (pro rata to 28 hours equals £17,472)
Pension entitlement	5% employer contribution and 3% employee contribution
Holiday entitlement	25 days holiday a year plus bank holidays (pro rata 20 days) Plus one day birthday leave
Location	Citywide provision. Based at Sheaf Bank Business Park, Unit R7b, Riverside Block, 20 Prospect Road, Sheffield, S2 3EN
Responsible to	Young People’s Project Manager (Line Manager)

About Sheffield Young Carers: Sheffield Young Carers (SYC) raises awareness of and provides support to children and young people aged 8-25 who:

- provide care for one or more family members who have disabilities, long-term physical illnesses, or mental illnesses
- are affected by drug and alcohol issues in their family (now or in the past)

SYC aims to reduce isolation and stigma; increase young people’s access to social, educational and career opportunities; and provide practical and emotional support. We offer one-to-one and group support; holiday activities and breaks; family support; and support through key transitions, e.g. moving from primary to secondary school.

SYC works city-wide to ensure good quality support is available to young carers and young people affected by familial substance misuse across Sheffield, both on a strategic and operational level. We provide information, training and resources to young people and professionals in all fields and coordinate a network to support local schools to identify and support young carers. We are also active members on a range of strategic boards and networks working to influence policy and practice in order to improve the lives of young carers and young people affected by familial substance misuse, locally and nationally. Youth voice and participation is fundamental to all our work and we coordinate an Action Group for young people who want an active role in helping to run our service and in influencing policy and practice in order to improve the lives of young carers and young people affected by familial substance misuse, locally and nationally.

For further information please visit www.sheffieldyoungcarers.org.uk



Job Description

Purpose of role	<ol style="list-style-type: none"> 1. To support our Project Workers to deliver group work programmes for young people aged 8-25 who are young carers and/or impacted by familial substance use 2. To support the planning and facilitation of groups for young people in our service, up to three evenings per week, taking place across the city 3. To complete a range of administrative tasks to support our service
Main duties	<ol style="list-style-type: none"> 1. To support in the delivery of three evening groups per week (plus ad hoc additional evenings to cover staff), contributing to the planning and delivery of a programme of positive activities and issue-based workshops relevant to young carers and young people affected by substance misuse in the family e.g. bullying, emotional well-being, life skills etc <ul style="list-style-type: none"> • Assisting in the delivery of two outreach activity groups across Sheffield for young people aged 8-12 years old, including transportation of young people to and from the venue • Assisting in the delivery of a city-centre-based outreach activity group for young people aged 12-16 years old • Assisting in the delivery of a city-centre-based outreach activity group for young people aged 16-25 years old • Ad hoc additional evenings to cover staff 2. To complete a range of administrative tasks to support our service, including database recordings, session debriefs, collating session plans and creating activity and group invites. 3. To assist the Project Workers to develop effective planning, risk assessments, facilitation, record keeping, evaluation and monitoring for all work undertaken with young people, to meet monitoring and reporting requirements of external funders 4. To assist the Project Workers to plan and deliver holiday programmes and residential activities during school holidays for young people aged 8-25 5. To liaise effectively with those organisations who work with young people and their families e.g. schools, colleges, youth groups, FIS (Family Intervention Service), social care etc.
General duties	<ol style="list-style-type: none"> 1. To work closely with SYC's staff, trustees and service users, to maintain good knowledge of SYC's work and the young people and families we support. 2. To work as part of a team and participate in regular supervision meetings, team meetings and training. 3. To contribute to service evaluation and the overall development of SYC.

	<ol style="list-style-type: none"> 4. To work in accordance with the policies of SYC, including our safeguarding children and vulnerable adult procedures, our equality policies and our confidentiality framework. 5. To contribute to the organisation's positive public profile and carry out all duties in a professional and polite manner in line with SYC's Competency Framework. 6. To evidence SYC's values at all times, which underpin SYC's vision of 'working with young people to make a difference for life'.
SYC Values	<p>These apply to our work with young people and families</p> <ul style="list-style-type: none"> • Inclusion: we welcome and involve everyone, and challenge discrimination. • Innovation: we reflect and change to always do the best we can • Inspiration: we share our expertise and energy to inspire positive change <p>7. Impact: we see and nurture potential to make lasting change</p>

The list of duties above is not exhaustive and may be reviewed in consultation with the post holder.

An Enhanced DBS (Disclosure and Barring Service) check will be required prior to the commencement of the post.

Person Specification

Knowledge and Understanding	
Essential	<ol style="list-style-type: none"> 1. Knowledge and understanding of the issues that affect children and young people appropriate to their stages of development across the age range. 2. Knowledge, understanding and a commitment to equal opportunities and inclusivity. 3. Knowledge and understanding of health and safety issues and risk assessments and a commitment to safeguarding children.
Desirable	<ol style="list-style-type: none"> 1. Ability to demonstrate an understanding of the key issues that affect young people taking on a caring role and young people affected by familial substance misuse. 2. Knowledge of current legislation and national developments for young carers and/or young people affected by familial substance misuse.
Experience	
Essential	<ol style="list-style-type: none"> 1. A relevant qualification in Youth Work or Community Development Work (level 3 or above) and/or experience of working with children and young people in any of the following fields: youth and community work, education, health, careers work, social care, counselling / therapeutic services/ voluntary work. 2. Experience of assisting in group work programmes for children and young people 3. Experience of working with various computer software programmes, including Word, Excel and databases



Desirable	<ol style="list-style-type: none"> 1. Lived experience of being a young carer and/or impacted by familial substance use. 2. Experience of whole family working. 3. Experience of actively including young people in participation and decision-making processes. 4. Experience of multi-agency working. 5. Experience of monitoring and evaluation programmes of support for children and young people. 4. Experience of working in a busy environment, managing own time independently and working within deadlines
Skills and ability	
Essential	<ol style="list-style-type: none"> 1. Group work facilitation skills. 2. The ability to work across the age range 8-25 years. 3. Enthusiasm, commitment and dedication to the work. 4. Interpersonal and communication skills, both oral and written. 5. Organisational skills demonstrating an ability to prioritise and manage own workload, work to tight timescales and deadlines. 6. IT skills (minimum Word, Excel and databases). 7. Accuracy and attention to detail
Desirable	<ol style="list-style-type: none"> 1. One-to-one support skills with children and young people.
Additional Working Requirements	
Essential	<ol style="list-style-type: none"> 1. To maintain confidentiality and work within the remit of SYC policies. 2. To demonstrate an ability to work within child protection guidance and promote equality for all. 3. To be available to work evenings and occasional weekend/residential work including overnight stays away from home.
Desirable	<ol style="list-style-type: none"> 1. To hold a clean driving licence for 2 years. 2. The ability to drive and have use of a car with business insurance.

