

<b>Job Title</b>	It takes a Village to Raise A Child (VRAC) - Wellbeing Coordinator
<b>Responsible To</b>	VRAC Project Manager
<b>Conditions of Service</b>	Starting salary £25,000 pa (pro rata) Actual salary £20,000 pa 28 hours per week Flexible working pattern Job share can be discussed
<b>Length of contract</b>	6 months - with a possible 12-month extension to be hosted by a VRAC partner organisation.
<b>Location</b>	The VRAC pilot areas are Hailsham and Newhaven

### Job Purpose

The main purpose of this role is to coordinate the development and piloting of new pathways in support of young people at risk of exclusion.

You will engage with young people, their families, and VRAC pilot schools to carry out this role with the support of a network of partners (Wellbeing Team). You will be the catalyst to providing joined up support, information and opportunities that can make a difference to a young person's ability to engage well in their education, to enjoy their community and to reach their full potential.

As coordinator you will be empowered to innovate and work in a creative way, to advocate for vulnerable young people, potentially challenging existing rigid systems and barriers.

You will work with local organisations and professionals to ensure that the most relevant support and best opportunities are available to young people, participating in the VRAC project.

### The role will:

- work with the Wellbeing Team to create a joined-up response, with a shared vision and common goals
- coordinate support from the Wellbeing Team and project partners to work together in tackling problems collectively
- act as liaison between the young people, their families, partner schools and the Wellbeing Team, to ensure seamless delivery and transparent sharing of information

- collect data, monitor and evaluate the progress of young people and families against VRAC pilot deliverables
- promote positive engagement in the VRAC project
- positively promote wellbeing and good mental health
- apply themselves and think creatively to find solutions to problems and overcome challenges just as much as they love working directly with young people and families

#### **Main responsibilities of the role include:**

- work with pilot schools and the Wellbeing Team to develop a holistic approach to supporting young people
- work with pilot schools and the Wellbeing Team to identify young people at risk of exclusion and in need of early help and/or transition support
- engage young people as participants in the VRAC project, organising consent from all children and family member(s)
- work with the wider VRAC Network and delivery partners to coordinate training sessions for young people, parents and professionals
- arrange and facilitate focus group and workshops as part of the data collection, monitoring and project evaluation process
- follow ESCV/VRAC policies and procedures in relation to safeguarding and report any concerns via the appropriate channels.
- ensure that all children and young people are treated with dignity and respect, in an environment which reflects the importance of and their right to be treated as valuable worthwhile individuals

#### **Relationships and wider network building**

- Establish links with key people from local organisations and services alongside working with the young people across the pilot partners and networks
- Introduce wider stakeholders and interested parties to all levels to the VRAC project.
- Ensure that wider support is aligned, coordinated, complimentary and adds value to existing support services and community programmes
- Represent VRAC at meetings

#### **Managing data and reporting**

- Gather relevant data on children and families to evaluate their situations and develop responses to complex problems
- Ensure that the VRAC data collection is completed for each young person, parent or professional

#### **Other duties**

- Assist the ESCV staff team in the organisation of stakeholder events and public consultation meetings, exhibitions and conferences in various geographical locations and aimed at different sectors of the population.

- Undertake any other duties as may be required within the scope of the role

### **Management and administration**

- Attend regular VRAC Stakeholder and Observer partner meetings and ESCV supervision meetings
- Take responsibility for developing and improving your own professional knowledge and skills and contribute to the development of VRAC and ESCV
- Maintain an awareness of own and other's health and safety and comply with ESCV's Health and Safety Procedures
- Comply with ESCV's Diversity and Equality policies and practices.
- Comply with all relevant ESCV Safeguarding policies.
- Maintain and develop competence in the use of IT systems.

## Person Specification:

### Essential Experience

- Relevant Degree or equivalent experience
- At least 3 years work experience in a relevant field such as teaching, social work, educational psychology, youth work, counselling or similar
- Experience in community organising
- Experience in building relationships with children, families and partner organisations

### Essential Skills and Knowledge

- Ability to work collaboratively with schools, young people, parents and professionals
- Strong relationship building skills
- Creative and able to propose new ideas to problem solving drawing on data and reading complex situations intuitively and effectively
- Ability to prioritise workload, manage time and resources
- Excellent communication skills
- An active listener with an ability to talk and listen to people from a diverse range of backgrounds
- IT competent - familiarity with using and maintaining databases and electronic systems including websites.
- Self-starting, highly motivated, able to take initiative particularly in challenging circumstances
- Flexible but reliable in approach
- Able to work to high standards and produce work to tight deadlines
- Resilient, able to overcome challenges and respond to feedback constructively
- Good understanding of safeguarding in relation to children and young people
- Good understanding of professional confidentiality

### Special Knowledge

- Knowledge of children's developmental needs
- Knowledge of how schools operate

### Desirable

- Local knowledge of East Sussex
- Previous experience of data recording

*Successful applicants will be subject to an enhanced check from the Disclosure and Barring Service (DBS).*