

TRANSITIONS DEVELOPMENT WORKER- TRANSITIONS PROGRAMME

SECTION A: JOB DESCRIPTION

1. ORGANISATION: ROMSEY MILL
- ADDRESS: HEMINGFORD ROAD
CAMBRIDGE
CB1 3BZ
- TEL.NO. - (01223) 213162
2. JOB TITLE: **DEVELOPMENT WORKER – TRANSITIONS PROGRAMME**
3. RESPONSIBLE TO: TRANSITIONS PROGRAMME CO-ORDINATOR
4. JOB PURPOSE: Develop Romsey Mill's Transitions Programme for young people (aged 10-14) within local secondary schools, the primary schools that feed them and in the local community. Create opportunities with these young people to overcome disadvantage, promote inclusion and develop personal, social and spiritual wellbeing. This will be achieved through Transfer groups for those who have been identified as likely to struggle in the move from primary to secondary, ongoing support for those in Key Stage 3 in the form of out-of-school groups, peer mentoring, one-to-one work, a literacy support programme, outdoor activities and residential experiences that enable them to fully belong, positively contribute and thrive.

5. MAIN RESPONSIBILITIES:

- 5.1 Develop sustainable relationships with young people to encourage and motivate participation in Romsey Mill's Transitions Programme.
- 5.2 To plan, deliver and develop 'Transfer' work, outreach, group and project work, one-to-one and literacy support, and out of school activities with young people for their learning, development and enjoyment.
- 5.3 Develop Romsey Mill's youth work activities in secondary schools and provide ongoing support for students in Key Stage 3 helping to ensure that the needs of young people are identified and met.
- 5.4 Develop new 'Transfer' work with students who are likely struggle with the transition from primary to secondary education in new target schools in the city.
- 5.5 Work within both primary and secondary schools to develop positive and effective working relationships with key staff, to ensure integrated support for young people.
- 5.6 Co-ordinate and deliver activities during the school holidays for young people engaged in the Transitions Programme.

- 5.7 Develop participation of young people at all stages of the work.
- 5.8 Plan and lead residential projects and trips with young people.
- 5.9 Facilitate young people's exploration of their values and beliefs and the faith-based motivation of Romsey Mill's work, thereby encouraging their spiritual development.
- 5.10 Undertake one-to-one work in support of young people, providing information, advice and guidance and, where appropriate, carry out home visits to support parents.
- 5.11 Work with the Transitions Programme Co-ordinator to develop an effective response to support parents of the young people involved with the programme.
- 5.12 Liaise and work closely with partner organisations and agencies in developing effective youth work responses to the needs of young people.
- 5.13 Be a face-to-face contact with the public, representing the organisation to existing and potential stakeholders, embodying Romsey Mill's Christian ethos and helping to realise Romsey Mill's Christian aims.
- 5.14 Utilise *Ready to Go* as a resource and support others to use it.
- 5.15 Work with the Transitions Programme Co-ordinator and other staff members to ensure that effective monitoring and information/data gathering is being undertaken to demonstrate the positive impact of the programme on the young people.
- 5.16 To participate in the spiritual life of Romsey Mill (through active involvement in staff team prayer time, theological reflection and other spiritual development opportunities) and to sustain the Christian ethos of the organisation.
- 5.17 Produce written materials and photographs suitable for inclusion in reports.
- 5.18 Contribute to the preparation of funding applications to Trusts and Statutory Funders and to the production of development plans.

The person undertaking this role is expected to work within the policies, ethos and aims of Romsey Mill and to carry out such other duties as may reasonably be assigned by their line manager. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled.

6. SCALE AND IMPACT:

The worker will have responsibility for leading and providing high quality face-to-face practice, creating opportunities with young people that support their holistic development and wellbeing - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally.

7. DISCRETION TO ACT:

The worker will have authority to act within the parameters set by the Transitions Programme Co-ordinator. The worker will be directly supported by the Transitions Programme Co-ordinator, and indirectly supported by the Children's and Youth Work Programme Manager.

8. ENVIRONMENT:

Romsey Mill's main centre on Hemingford Road consists of various offices, meeting/training rooms, an arts/media suite, coffee bar, a large 'activities' hall and other amenities. The worker will also make use of community facilities, including schools and engage in detached/outreach work in South City areas.

9. RELATIONSHIPS:

Internal - The person appointed will work directly with other Programme staff and supervise/support staff, volunteers and students on work placement with Romsey Mill within designated areas of responsibility. The worker will be managed by and report to the Transitions Programme Co-ordinator and the Programme Committee. The worker may also be required to meet occasionally with the board of Trustees of Romsey Mill.

External - The person appointed will work with a range of individuals, organisations and agencies from the voluntary and statutory sectors including teaching and pastoral staff at local schools, locality youth workers and churches.

SECTION B: PERSON SPECIFICATION

1. QUALIFICATIONS:

Essential

Very good general education including level 2 NQF (GCSE equivalent) or above in English and Maths. Applicants should also have a relevant qualification to level 5 (National Occupation Framework).

Desirable

A qualification in youth and community work preferably to level 3 or above (or a willingness, ability and commitment to undertake and complete training).

2. EXPERIENCE AND SKILLS:

Essential

- Able to demonstrate experience of building effective relationships with young people
- Experience in creating and developing positive opportunities and programmes of informal education with young people aged 10-14, including who have been identified as likely to struggle in the transition from primary to secondary school (many who face social exclusion, disadvantage and disaffection).
- Proven communication skills – both verbally and in writing
- Experienced in facilitating young people's exploration of their beliefs and values and encouraging spiritual development
- Ability to plan and prioritise workload within a context of multiple demands
- Hold a current driving licence
- Willing and able to drive a minibus (D1 or Midas permit) or commitment to undertake test
- Understanding of and commitment to Equal Opportunities
- Knowledge of Health and Safety management
- Knowledge of Safeguarding children and young people policy and procedures

Desirable

- Able to demonstrate some experience of supporting other workers
- Access to a private vehicle for work use.

3. ATTRIBUTES:

- A person who actively identifies as a Christian, committed to the beliefs outlined in Romsey Mill's statement of faith, able to actively contribute to the aims, values and ethos of the organisation
- A confident and articulate individual able to communicate effectively with young people, their friends and family members, other workers and members of the wider community.
- Believes in the potential of all young people to achieve excellence
- Flexibility over hours of work
- Ability to work effectively as part of a team and under your own initiative
- Integrity
- Dynamic and enthusiastic
- Creativity and flair
- Ability to work under pressure

SECTION C: TERMS AND CONDITIONS

1. **SALARY:** £18, 453 – 20,198

2. **HOURS OF WORK:**

The normal working week will be 37.5 hours, Monday to Saturday, including evening sessions. There must be recognition of the need for flexibility and some weekends will need to be worked. Overtime is not normally paid, but time off in lieu may be given as agreed with your line manager. This is a fixed term post to August 2011.

3. **PAID LEAVE ENTITLEMENT:**

You are entitled to 25 days annual paid holiday plus public holidays. Full details as given in contract of employment.

4. **SICK PAY PROVISION:**

Romsey Mill operates a discretionary Sick Pay Scheme for employees. Please refer to contract of employment for further details.

5. **PENSION ENTITLEMENT:**

Romsey Mill operates a Group Pension scheme. Please refer to contract of employment for further details.

6. **PERIOD OF NOTICE OFFERED AND REQUIRED:**

You are required to give one months notice following probationary period. Romsey Mill is required to give a period of one month to the employee. Please refer to contract of employment for further details.

7. **CONDITIONS OF APPOINTMENT:**

The employment will be subject to satisfactory references and CRB check. This post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and (Exceptions) (Amendment) Order 1986.

8. **IN SERVICE TRAINING:**

The person appointed will be expected to participate in In-service Training Modules and other learning opportunities as deemed appropriate by your line Manager, for which budgetary provision will be made.

9. **MISCELLANEOUS:**

The Transitions Programme Co-ordinator will be responsible for carrying out regular supervision sessions and work reviews with the post holder.