**JOB DESCRIPTION**

**Post Ref: Outreach worker to BAME & vulnerable communities – January 2023**

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| **Job Title:** | Outreach Worker to Black and Asian Ethnic Groups & Vulnerable Communities  |
| **Contract:** | 2-year fixed term with a view to become permanent  |
| **Hours:** | Full Time – 37 hours a week  |
| **Salary:** | £25,000 pro rata |
| **Responsible to:** | Managing Director  |
| **Reports on a day to day basis to:** | Managing Director |
| **Purpose of job:** | * Establish relationships with Black and Asian ethnic groups and vulnerable communities.
* Raise awareness of child sexual abuse – open dialogues with communities about what prevents children from disclosing, reporting and referring for help.
* Establish referral pathways and refer children/young people into the service.
* Advise our specialist Child Sexual Abuse Workers on issues that need to be considered/adaptions to treatment.
* Act as an information point for other agencies/services.
* Schools outreach work raising awareness
* Collaborating and delivering our RSHE programme in schools, including parent information sessions
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1. Devise and deliver awareness sessions /discussions. (Record number of invitations/ attendees/ frequency of sessions/ log comments and feedback)
2. Record main issues and themes from discussions with communities and report back disclosure's/ reporting /referring, issues to consider for treatment and provision.
3. Aim to increase number of referrals from all communities.
4. Advise on culturally sensitive adaptations made to service delivery therapy.
5. Record number of consultations with other agencies and professionals
6. Establish a calendar of awareness raising.
7. Availability of evening and weekend work when necessary
8. Safeguarding and disclosures where needed.
9. Undertaking duties as determined by the Managing Director.
10. Working closely with members of the team to develop and maintain positive relationships with outside agencies and potential funders.
11. Stay abreast of changes and developments in the local and national NHS landscape, and RSHE curriculum
12. Collaborate and deliver Relationships and Sex and Health Education at both primary and secondary level. Deliver RSHE parent information sessions.

**Data Compliance and Continuity**

* In line with national legislation, and Fresh Start new beginnings polices, process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclose in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

**Behaviours and Values**

* To promote, uphold and demonstrate Fresh Start new beginnings values.
* To work actively and positively as part of the wider team, demonstrating a desire and ability to build relationships with colleagues across all teams.
* To be able to manage time and projects effectively and efficiently and respond to shifting priorities and workloads with ease.
* To be proactive in seeking out ways to engage with the wider community and finding new way to encourage engagement with the charities activities.
* To act always in a professional manner, respecting the needs of colleagues and co – workers, working collaboratively to ensure a harmonious work environment and following our code of conduct at all times.

**Safeguarding Children and Vulnerable Adults**

* To comply with Fresh Start new beginnings Procedures and Practice.
* To follow Fresh Start new beginnings policy regarding the management of safeguarding concerns.
* To access mandatory safeguarding training and demonstrate and competence at the required level.

**Equality, Diversity and Rights**

Fresh Start new beginnings is committed to improving the quality of its services to all people, irrespective of race / ethnicity, disability, gender, religion or belief, age or sexual orientation. Our objective is to deliver high quality services that are accessible, responsive and appropriate to meet the diverse needs of different groups and individuals. As such, we will continue to take action to ensure that staff and volunteers employed by Fresh Start new beginning are aware and treat every person with dignity, respect and fairness, in a way that is sensitively responsive to difference and similarities.

Responsibilities:

* To support equality, diversity and rights of all including children, young people and their families, staff and volunteers.
* To actively promote the consultation of children/young people and families and their involvement and participation in decision making.
* To work to the Fresh Start new beginnings Equality and Diversity Policy.

**Health and Safety**

* To carry out duties place of employees by the Health and Safety at Work Act 1974.
* To comply with Health and Safety Policy.
* To take reasonable care for the Health and Safety of themselves and other whom may be affected by their acts or omissions at work.
* To co – operate with their employer as far as it necessary to meet the requirements of the legislation.
* To not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in the pursuance of any of the relevant statutory provisions.
* To be aware of and adhere to current policies regarding infection control at all times.

Office hours are Monday to Thursday 9am – 5.30pm Friday 9am -5.00pm

**This job description does not attempt to describe all the tasks and responsibilities of the post, but rather illustrates with examples the main role of the post holder. It is therefore subject to alterations and development and will be reviewed jointly with the post holder and their line manager.**

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**PERSON SPECIFICATION**

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| **Qualifications / Training** | **Essential** | **Desirable** |
| Evidence of continuous professional development. | **X** |  |

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| **Experience** | **Essential** | **Desirable** |
| A minimum of 2 years successful experience within a similar or transferable role | **X** |  |
| Experience of developing relationships and engaging all communities | **X** |  |
| Experience of working collaboratively with other agencies on similar projects | **X** |  |
| Experience of developing, implementing and monitoring plans.  |  | **X** |

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| **Skills and Knowledge** | **Essential** | **Desirable** |
| Excellent written and verbal communication skills, clarity, tact and the ability to adapt communication to suit audiences. | **X** |  |
| Excellent telephone manner | **X** |  |
| Able to deal with pressure, prioritise and varied work load and work efficiently. | **X** |  |
| Knowledge of case management systems |  | **X** |
| Accuracy, consistency and attention to detail | **X** |  |
| Good organisational skills and ability to meet deadlines | **X** |  |
| Good research skills | **X** |  |
| Project management skills and knowledge |  | **X** |
| Good working knowledge of Microsoft Office and outlook | **X** |  |
| The ability to work effectively as part of a small team | **X** |  |
| Self – motivated with the ability to use initiative and work independently | **X** |  |
| Administrative and record keeping skills | **X** |  |
| Ability to build relationships across a complex organisation and with external stake holders | **X** |  |
| Knowledge of DfE statutory guidance for Relationships Education, Relationships and Sex Education (RSE) and Health Education |  | **X** |

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| **Other**  | **Essential** | **Desirable** |
| Committed to the overall aims of Fresh Start new beginnings | **X** |  |
| Fit to undertake the duties of the post | **X** |  |
| Committed to safeguarding and promoting the welfare of children and young people. | **X** |  |

**Interview and Pre-employment checks**

At the interview stage, and subsequently when making an offer of employment, we are required to carry out a series of employment checks. These include:

**Identification documents (this is done at the interview stage)**

You will be asked to provide proof that you have the right to work in the UK. This will mean that you will need to produce either a document or a combination of documents to confirm you are eligible. For example, a passport, a visa or immigration documents if you are a non-national. We will advise you which documents you will need to show.

**Professional registration and/or qualifications (this is done at the interview stage)**

If your role requires a particular professional registration the employer will carry out a check with the appropriate regulatory body and secure confirmation of the appropriate registration. Where a check has been made employers will not be required to verify your professional qualifications separately.

Where a licence is a requirement confirmation will be sought from the relevant regulatory body.

**Employment history and references (this is done once an offer of employment has been made)**

It is important that you have stipulated your full employment history within your application form and highlighted any employment gaps. References will be sought covering a minimum period of 3 years from your current employer and previous employer/s.

**Criminal record and barring checks (this is done once an offer of employment has been made)**

We are required to check whether you have a criminal record. Your offer of employment will be subject to a satisfactory disclosure from the Disclosure and Barring Service (known as a DBS check).