

| | |
|-------------------------------|------------------------|
| Doc Title: Job Description LO | Issue Date: 20/06/2022 |
| Doc Code: TCF/HR/F024 | Issue No: 2 |

JOB DESCRIPTION

| Job Title | Location |
|--|--|
| Peace of Mind Youth Officer | 1 post available <i>Southeastern Trust – Ards, North Down, Down & Lisburn with some cross working into other trust areas</i> Base to be agreed (<i>agile working options</i>) |
| Accountable To | |
| Service Manager | |
| The Service | |
| <p>The Peace of Mind project is a cross community/cross border initiative to address the significant mental health challenges young people including those with a disability, brain injury and autism. The project will support disabled young people in school or youth and community groups to develop strategies, skills and strength, leading to positive mental health and wellbeing.</p> <p>Peace of Mind is a fun, engaging, project supporting disabled children and teenagers aged 9-25. The project will provide opportunities to participate in a group-based programme, improve social connections and health & wellbeing.</p> <p>The Peace of Mind project is supported by the European Union's PEACEPLUS Programme, managed by the Special EU Programmes Body (SEUPB).</p> | |
| Purpose of the Job | |
| <p>The PoM Youth Officer is responsible for the promotion and inclusion of children and young people with disabilities, autism and brain injury in a personal development project, developing their social and emotional skills to enable them to participate in their local community.</p> <p>The PoM Youth Officer will deliver a mental health personal development programme, develop young peer mentors and facilitate the promotion of Disability & Inclusion Training to local stakeholders, funders and the wider community. They will work in line with quality standards and ensure the project provides a meaningful, fun, supportive and inclusive place for our young people to become motivated and reach their full potential.</p> <p>This is an opportunity to make a real difference to the lives of disabled young people.</p> | |

| | |
|-------------------------------|------------------------|
| Doc Title: Job Description LO | Issue Date: 20/06/2022 |
| Doc Code: TCF/HR/F024 | Issue No: 2 |

| Salary/ Hourly Rate | Hours of Work |
|------------------------------------|---|
| £29,540 per annum, pro rata | 37hrs per week <i>This service responds to the needs of young people and as a result some evening & weekend work will be required.</i> |
| Closing Date | Length of Contract |
| 19 May 2025 at 10am | Until December 2027 <i>Please note this post is funded via the Peace Plus Programme. Continuation of employment beyond this date is subject to funding.</i> |

| Our Benefits |
|--|
| <ul style="list-style-type: none"> Starting on 20 days annual leave pro rata plus Cedar recognises 12 statutory days Cedar offer an enhanced auto-enrolment pension scheme consisting of 5% employee contribution and 4% employer contribution Occupational Sick Pay Scheme Investor in People Champion with commitment to development of the staff team through training and learning opportunities Staff recognition & reward incentives aligned to high standards of performance Cashback health scheme Special offers at over 600 leading high street and online retailers. |

| Our Vision, Mission and Values |
|---|
| <p>Our Vision is an inclusive society for all.</p> <p>Our Mission is to support individuals and families living with disability, autism and brain injury to live the lives they choose.</p> <p>Our Values are Collaboration, Equality, Dignity, Achievement, Resilience.</p> |

| Key Duties and Responsibilities |
|--|
| <p>Customer</p> <ul style="list-style-type: none"> In partnership with the young people accessing the Peace of Mind (PoM) project staff will deliver, personal development programmes, develop peer mentors and enhance their future development. Disability & Inclusion Training to the youth sector Work flexibility as part of the PoM Partnerships and participate on groups such as the Best Practise & Shared Learning and Task & Finish Groups Recruit disabled young people to participate fully in the PoM project Assess the needs of young people to support the planning and delivery of the personal development programmes related to areas such as confidence building, self-esteem, health, fitness, social media, relationships and bullying. |

| | |
|-------------------------------|------------------------|
| Doc Title: Job Description LO | Issue Date: 20/06/2022 |
| Doc Code: TCF/HR/F024 | Issue No: 2 |

- Work with a range of community-based projects that provides young people with avenues to express themselves, raise concerns and discuss their aspirations.
- Ensure child/young person support needs are met whilst accessing activities/programmes including some personal care tasks.
- Be responsible for the health, safety and welfare of all children and staff participating in all activities including the provision of personal care as appropriate.
- Mentor, coach and support children and young people and encourage greater social inclusion within their local communities.
- To provide young people with the opportunity to develop their voices and influence society.
- Working with parents and community groups to gain support for improved provision whilst acting as an advocate for young people's interests.

Financial

- Work towards full occupancy to meet compliance with funders
- To support the monitoring and recording performance of the project such as, capturing the journeys of young people, record-keeping of attendances and service outcomes
- Work with current financial administrations systems of The Cedar Foundation
- To work as efficiently as possible in delivery of the service, implementing green initiatives and efficiency savings measures

Internal Processes

- Work within the quality assurance systems within Cedar (ISO Quality Management System)
- To work within the Health & Safety and Risk management practices in place
- Regular monitoring and review jointly with service users and referral agents

Organisational Capacity

- To undertake The Cedar Foundations mandatory induction training and to attend training as identified through training and development plan
- To engage positively in team meetings, supervision and appraisal processes
- To participate in improvement activity within the organisation
- To promote the image of the organisation to the wider community

General

- To adhere at all times to all Cedar organisational policies and codes of conduct, including smoke free policy, IT security policy, standards of attendance, appearance and behaviour.
- To participate in marketing and promotional activities to raise the profile of Cedar Services
- Understand that this post may evolve over time and that this job description will therefore be subject to review in the light of changing circumstances. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

| | |
|-------------------------------|------------------------|
| Doc Title: Job Description LO | Issue Date: 20/06/2022 |
| Doc Code: TCF/HR/F024 | Issue No: 2 |

This Job Description is a general outline of the post as it is currently perceived by The Cedar Foundation. It is not intended to be restrictive or definitive. Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation's strategic plan. The responsibilities of the post may change in line with continuous improvements as Cedar aims to meet its vision and best respond to the needs of disabled people accessing our services.

Reserve List may be compiled should a similar role arise within the next 12 months.

The **Peace of Mind** project is supported by the European Union's PEACEPLUS Programme, managed by the Special EU Programmes Body (SEUPB).

| | |
|-------------------------------|------------------------|
| Doc Title: Job Description LO | Issue Date: 20/06/2022 |
| Doc Code: TCF/HR/F024 | Issue No: 2 |

PERSONAL SPECIFICATION

CRITERIA – all applicants **MUST** be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet the required criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Please note – The Cedar Foundation does not offer Sponsorship

| Essential Criteria | | |
|--------------------|---|------------------------------|
| | Criteria | Assessment |
| 1. | <p>RQF level 6 (e.g. Bachelor's Degree) or equivalent level in Youth & Community, Health & Social Care, Education or another relevant discipline.</p> <p>AND</p> <p>Minimum of 1 years' paid experience of planning and delivering group based personal and social development programmes for children and young people.</p> <p>OR</p> <p>Minimum RQF 4 or equivalent level in Youth & Community, Health & Social Care, Education or another relevant discipline.</p> <p>AND</p> <p>Minimum of 3 years' paid experience of planning and delivering group based personal and social development programmes for children and young people.</p> | Application form & interview |
| 2. | Proficiency in IT skills, specifically Microsoft Word, Excel, Outlook | Application form & interview |
| 3. | Ability to work independently with good organisational, communication & interpersonal skills | Application form & interview |

| Desirable Criteria | | |
|--------------------|---|------------------------------|
| | Criteria | Assessment |
| 1. | Training certificate in delivering personal development programmes | Application form & interview |
| 2. | Experience of developing arts-based activities, community/environmental projects, residential activities, outdoor education and sporting activities | Application form & interview |
| 3. | Experience of working with children & young people with disabilities | Application form & interview |

| | |
|-------------------------------|------------------------|
| Doc Title: Job Description LO | Issue Date: 20/06/2022 |
| Doc Code: TCF/HR/F024 | Issue No: 2 |

| | | |
|----|---|------------------------------|
| 4. | Experience in delivering services to individuals with behaviours that challenge | Application form & interview |
|----|---|------------------------------|

| Values Competency | | |
|-------------------|---|--------------------------|
| Criteria | | Assessment |
| 1. | Collaborative working and the ability to work in a team to deliver our vision and strategic aims | Interview / Probationary |
| 2. | Commitment to building a community that recognises Equality and Diversity | Interview / Probationary |
| 3. | Ability to support service users to Achieve their full potential | Interview / Probationary |
| 4. | Committed to ensuring the provision of high quality person centred services. | Interview / Probationary |
| 5. | Demonstrating Resilience to meet the objectives of the job | Interview/ Probationary |

| Role Competency | | |
|-----------------|--|------------------------------|
| Criteria | | Assessment |
| 1. | Practical experience working with young people to design and deliver social and personal development programmes. | Application form / interview |
| 2. | Awareness of Safeguarding Children & Young People, Reporting Procedures and record keeping | Application form / interview |
| 3. | Delivering a person-centred service with respect, care, and compassion | Application form / interview |
| 4. | Ability to use initiative to be solutions focused | Application form / interview |
| 5. | Interagency and partnership working | Application form / interview |
| 6. | Ability to lead and work within a team to deliver programmes | Application form / interview |

| Conditions of Employment | | |
|--------------------------|---|--|
| Requirement | | Assessment |
| 1. | The Right to Work in the UK. | Provide original Right to Work documentation |
| 2. | Provide 2 satisfactory references, one being from the most recent employer. | Give the name and contact details of referees in the application form and contact the referees to inform them that they will be contacted by us. |

| | |
|-------------------------------|------------------------|
| Doc Title: Job Description LO | Issue Date: 20/06/2022 |
| Doc Code: TCF/HR/F024 | Issue No: 2 |

| | | |
|----|---|--|
| 3. | Able to fulfil the Occupational Health requirements for the post which includes being physically and mentally fit for the purposes of the work. | Complete and return the Health Declaration, if appropriate you may be referred for an Occupational Health Assessment |
| 4. | <p>Hold a full current driving licence valid for use in the UK and Ireland and have access to a car on appointment. Valid driver licence, business insurance & MOT certificate as relevant. Checked prior to appointment.</p> <p><i>This criterion will be waived in the case of a suitable applicant who has a disability, which prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post in full.</i></p> | Provide a valid driving licence (both parts) and <i>evidence of insurance that covers business use.</i> |
| 5. | Enhanced Access NI check. | Apply for an Access NI check online and provide the relevant ID without delay. |

THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER

The **Peace of Mind** project is supported by the European Union's PEACEPLUS Programme, managed by the Special EU Programmes Body (SEUPB).