



## JOB DESCRIPTION

**Job Title:** Project Worker 1

**Department:** Children's Services

**Reports to:** Children's Services Manager

**Line Manager and Budgetary Responsibilities:** None

**Job Purpose:**

To provide advice, support and services to children, young people and their families in accordance with the aims and objectives of the service. (Specifics of Service attached as applicable).

**Key Responsibilities:**

For Service Users

Under guidance and instruction:

- To work with children, young people and their families, on a one to one or group basis, using a variety of interventions, to identify needs and to achieve positive outcomes.
- To work in partnership with parents/carers to empower them and to enable them to achieve better outcomes for their children.
- To work co-operatively with children's services, health agencies and other community based services, to provide the most effective service for children young people and families.
- To contribute to Service development.
- To apply safeguarding and child protection procedures.

For Resources

- To be responsible for equipment/resources used in day to day work.
- To be responsible for case note recording, contributing to case reports.

For People (Staff, Students, Volunteers)

- No management/supervisory responsibility for staff, students or volunteers other than to help and advise colleagues as necessary. (See Addendum.)

For Health and Safety

- To promote, monitor and maintain health safety and security in the working environment



This Job Description and Person Specification reflect the duties of the post as they exist at this time and may be subject to change based on the needs of the Department Programme. The post-holder may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required.

Pre-employment checks will be required for the role.



## PERSON SPECIFICATION

All criteria are essential unless indicated as desirable (D).

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Please note:

Applicants must demonstrate in their application form that they currently use the skills outlined below or have used them previously in employment, education, training, volunteering etc.

### Education/Knowledge

- Qualification mandatory for practice, where applicable. (NB: In future there is likely to be a requirement for at least NVQ2 for staff assisting and working alongside other staff in work with children, young people and vulnerable adults. For staff having sole and direct access to children, young people and vulnerable adults, the requirement will be for NVQ3.)
- Awareness of factors impacting on and issues facing vulnerable children and young people and families (e.g. disadvantage, poverty, disability).
- Awareness of children's need to feel safe.

### Experience

- Some experience of work with children and young people but this does not have to have been gained in a formal employment setting.

### Skills/Abilities

- Able to listen to and communicate effectively with children and young people.
- Able to work as part of a team.
- Able to accurately and clearly record case notes deploying the necessary standard of writing and IT skills.
- Able to apply Barnardo's safeguarding and child protection procedures.

### Circumstances

- Staff will have to abide by Barnardo's Smoking Policy which does not permit smoking at work

Barnardo's Basis and Values, and Equality & Diversity Code of Conduct



Actively demonstrate Barnardo's Basis and Values and Equality & Diversity Code of Conduct in all areas of work:

- Respecting the unique worth of every person
- Encouraging people to fulfil their potential
- Working with hope
- Exercising responsible stewardship

### **ADDENDUM – Project Worker 1**

The core Project Worker 1 role does not require post-holders to have any responsibility for the management/supervision of staff, students or volunteers.

However, there may be situations where it is safe and appropriate for experienced staff at Project Worker 1 level to supervise volunteers and where a development need can be met. Any additional responsibility of this nature should be appended to the core job/person profile.

#### **To be completed by the Pay and Reward Team / People Team**

Job Title	Project Worker 1
Grade	E
Job Family	Children's Services
Job Type	Professional
Compensation Region	Rest of UK