

**Leicestershire Cares**

**Job Description**

**Job Title: Leaving Care Project Development Officer**

**Project:** #TogetherWeCan

**Job Purpose:** To develop and deliver youth projects with care experienced young people (CEYP), working in a creative and agile way with young people, business, community and public sector so:

*“CEYP across Leicester, Leicestershire and Rutland develop key soft and hard skills, confidence, peer and community networks, and connections that will enable them to live happy and rewarding lives.”*

**Reports to:** Head of children and young people

**Weekly hours:** Full-time (35 hours per week)

**Type of Contract:** Fixed term until 31st May 2028: Funded by Esmee Fairbairn Foundation.

# Background and brief description of project

Leicestershire Cares is an award winning, creative and results-orientated charity that works across Leicester, Leicestershire and Rutland. We work with local businesses, community, schools and local government to ensure that no one is left behind and all children and young people are supported to reach their potential. Our approach to working with young people is based on our [‘Power to Change’ model](https://www.leicestershirecares.co.uk/about-charity/power-to-change/) and our [vision, mission and values](https://www.leicestershirecares.co.uk/about-charity/vision-mission-and-values/).

The #TogetherWeCan project is funded by the Esmee Fairbairn Foundation and will build on the [successful work we have developed with care experienced young people](https://www.leicestershirecares.co.uk/get-help/individuals/care-experience/) (CEYP). This project will seek to encourage creative partnerships between CEYP, community groups, businesses and local authority staff. It is built on the assumption that CEYP lead complex lives and need to be supported to develop Power Within, Power With so they can use Power To.

The project will benefit from being part of the [Esmee Fairbairn Foundation leaving care portfolio of work](https://esmeefairbairn.org.uk/our-support/convening-and-connecting/leaving-care-funding-stream-learning-programme/) and the postholder will be expected to attend learning events and share learning with CEYP projects from around the UK.

You will be part of our Children and Young People team, which has staff who specialise in working with young offenders, SEND young people and promoting employability work across schools. Our Community Development team has strong links with a diverse range of community groups who also support young people, and it is expected that you will work with them to develop and deliver work which supports CEYP in these communities.

As with all our work you will be expected to be creative and agile in identifying and nurturing a variety of ways for the local business community to support the work of the project.

# Main Responsibilities

## Project delivery

Proactively build relationships with CEYP in a variety of settings and develop a range of projects and initiatives to support them to build hard and soft skills (including education, employment and training)

Work with our business, local authority and community partners to develop a steering group with CEYP that will meet regularly to guide the work of the project and play an active role in our advocacy and networking.

Actively engage with CEYP and partners to develop awareness raising tools and sessions to educate community, business and LA staff about the needs of CEYP.

Support and empower young people to develop leadership and campaigning skills with a view to them developing and leading “systemic change campaigns” both at a national and local level

Proactively build relationships and networks with a wide range of community groups who can support CEYP.

Proactively build relationships with the business sector and identify “creative” ways they can support CEYP via employee volunteering.

Proactively build relationships and trust with relevant local authority staff, foster parents and children’s homes so they support our work and refer CEYP to us.

Deliver weekly football interventions for UASC (and those leaving UASC status) and build upon this work to assist asylum seeking and refugee young people to move forward with their lives in the UK

## Planning, monitoring, evaluation, reporting and PR

Ensure a relevant workplan with key performance indicators is developed and updated monthly.

Contribute to quarterly reviews of your work that actively includes participants and key stakeholders.

Ensure donor reporting and record keeping requirements are understood, adhered to and all deadlines are met.

As required, attend and feed into donor practice sharing and learning events.

Implement and maintain office systems, including comprehensive case file management to donor audit standard. Ensure data and activities are accurate and up to date in order to provide effective monitoring and evaluation of the scheme.

Be able to share learning arising from the work of the project to a wide range of audiences in a creative range of formats such as written reports, one-page success stories, web blogs, regular tweets, presentations, and group and one-to-one meetings.

Provide regular updates that include “hard” and soft data and case studies, an annual report and, as and when required, provide briefings for the board.

## Administration and finance

Contribute to managing a budget and work with finance staff to ensure all financial reporting requirements are understood and implemented across the project.

Can monitor and reconcile expenditure according to the project’s budget constraints.

As and when required, issue petty cash payments to participants for expenses and ensure all records and supporting information is accurate.

Understand and implement all relevant Leicestershire Cares admin, finance, HR, logistics, equal opportunities, health, data protection and safety and safeguarding policies.

Ensure all internal and external administration and record keeping requirements are understood and implemented across the project and are compliant with GDPR requirements.

As and when required issue petty cash payments to participants for expenses and ensure all records and supporting information is accurate.

## General

Work constructively as part of the Leicestershire Cares team participating in team meetings, sharing relevant learning as required and collaborating on joint tasks as and when required.

As and when required take on additional duties and/or cover for colleagues as directed by line manager or CEO.

# Person Specification

## Essential

A full, clean drivers licence with use of a car and business insurance with a willingness to work independently across Leicester, Leicestershire and Rutland, occasionally London and other UK destinations by train.

Proven experience of developing and coordinating empowering projects and group work with disadvantaged children and young people (CYP).

A good understanding of the many complex and overlapping issues that lead to disadvantage, discrimination and exclusion amongst young people and ability to build effective professional relationships with young people.

Strong proven commitment to promoting equality and diversity in work and proven ability to work with culturally diverse groups.

An entrepreneurial approach to development and the ability to work with and engage businesses, community groups and local authority staff in the work of the project.

Ability to organise and plan own work with minimal supervision, being able to “juggle” competing demands, meet deadlines, produce reports and monitor and evaluate work.

A creative, agile “can do” flexible, problem-solving attitude and willingness when required to work evenings (normally no more than two a week) and occasional weekends.

Emotional resilience to cope with the stresses and strains caused by working with at risk/disadvantaged/vulnerable groups.

Ambition to grow and diversify the project and willingness to work with Leicestershire Cares staff to identify and win new resources for the project.

Strong commitment to ongoing reflection and learning.

A team player, who is willing to reflect, learn, share and if required challenge.

Confident IT user at ease with Microsoft packages.

Must be able to work regular evenings and occasional weekends as required by the project.

## Desirable

Experience of working with care experienced young people.

Experience of working with businesses.

Experience of supporting and working with volunteers.

**This post will require an enhanced DBS check.**