



Leicestershire Cares

Job Description

Job Title:	UP Project Support Officer
Job Purpose:	To provide support to the UP Project
Responsible to:	UP Project Development Manager

Background and brief description of project

Leicestershire Cares is an award winning, vibrant, results-orientated local charity that works in partnership with community groups, business and local government to tackle exclusion and poverty. We work in partnership with local government, schools, businesses and community groups and are keen to promote and support “joined up” thinking and practice. We have excellent working relationships with both the city and county council, schools and colleges, businesses, community groups and media, based on our strong track record of delivering “solid outcomes” for children and young people (CYP) as they transition to independence.

Our vision:

An inclusive and safe Leicester, Leicestershire and Rutland where nobody is left behind, and all children and young people are supported to reach their full potential.

Our mission:

We broker partnerships and create opportunities across Leicester, Leicestershire and Rutland that enable the business sector to understand community needs, contribute to the growth of inclusive, safe communities and to support and inspire children and young people in their transition to the workplace.

Our values:

We believe in partnership.

We broker partnerships between business, local government, schools and community groups so they can share skills and knowledge to deliver lasting positive change for disadvantaged groups and individuals.

We believe in the power of employee volunteering.

We believe that employee volunteering enables volunteers, community groups and individuals to develop skills and understanding and is a highly effective way of strengthening communities and increasing employee engagement.

We focus on impact.

We focus on impact and ensuring the work we carry out delivers meaningful and lasting positive change.

We are inspiring.

We inspire people and organisations to identify their aspirations and to reach their full potential by thinking creatively and testing innovative approaches.

We are inclusive.

We seek to learn from the rich cultural diversity of Leicester, Leicestershire and Rutland and to build cohesion across community groups and to remove barriers to people's participation.

We are committed to learning and development.

We continually review the community need and are agile enough to adapt and improve the services we offer to work in a mutually beneficial way with relevant organisations.

The Unlocking Potential (UP) Project plays a leading role in supporting young people who are or have been involved in the criminal justice system to access education, training and employment across Leicestershire. We have a range of programmes and support in place to enable young offenders to identify and address their barriers to engaging in EET, and secure sustainable outcomes that improve the quality of their lives.

The Project Support Officer role is key in supporting the outreach and engagement of young offenders onto our projects, delivering high quality, individualised support and maintaining our strong profile amongst local stakeholders.

You will be part of our Children and Young People team.

Main Responsibilities

Project delivery

Support the UP Project Development Manager to pro-actively seek out and build relationships with a wide range of young people (16 to 25) who have a history of offending, enabling them to identify key issues of concern and to take appropriate action to address these issues.

Support the development and delivery of a mix of individual and group work sessions that enable young offenders to identify and address barriers to entering education, employment and training, and which enable them to have their voices heard.

To provide practical and effective support to young people who have been directly involved with the criminal justice system.

To understand the needs of the participants and develop activities to meet those needs.

Support the development of working relationships and partnerships with relevant voluntary and statutory agencies with a view to developing and delivering services that meet the needs of young people.

Engage Leicestershire Cares member companies and local businesses as appropriate to support young offenders and the work of the project e.g. providing work tours, mentored work placements, befriending or food for a drop in.

Work with the other team members to identify and seek opportunities to further develop the work of the project.

Pro-actively ensure that diversity, inclusiveness and equality is mainstreamed throughout the work of the project.

Ensure all relevant health and safety, safeguarding issues, confidentiality and GDPR issues are understood and acted on across work of the project.

Administration, monitoring, evaluation, reporting and PR

Ensure all internal and external administration and record keeping requirements are understood and followed.

Track and monitor young people's progress by keeping databases and records up-to-date.

Ensure compliance with data protection legislation.

Share updates on project via regular tweets and occasional blogs for website.

Contribute to quarterly and annual reports and other project updates as and when required.

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

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.

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

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

Undertake staff development and training relevant to the post.

Attend all supervisions, staff meetings, training days and fundraising events.

Person Specification

Essential

Proven experience of supporting projects and group work with disadvantaged young people.

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 these young people.

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

Ability to organise and plan own work, being able to “juggle” competing demands, meet deadlines, share learning and monitor and evaluate impact.

A “can do” flexible, problem solving attitude and willingness if/when required to work one or two evenings per week and occasional weekends.

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

Ability to build effective working relationships with wide range of stakeholders in community/voluntary, local government.

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.

Full driving licence and use of car. Mileage reimbursed at 45p per mile.

Desirable

Previous experience of working with young people who are or have been involved in the criminal justice system.

A good understanding of the criminal justice system and core agencies e.g. Derbyshire, Leicestershire, Nottinghamshire, and Rutland Community Rehabilitation Company (DLNR CRC), National Probation Service (NPS), Youth Offending Service (YOS).

Previous experience of managing referrals and risk assessment.

This post will require an enhanced DBS check.

Last updated January 2021