

## Job Description



**Job Role:** Early Intervention Coordinator (Secondary Schools).

**Reporting Line:** Head of Prevention and Early Intervention Services.

**Attendance Times:** Full-time 5 days per week (37.5 Hours) 9am – 5pm (may vary due to project needs).

**Location:** Based in Safeline's office in Warwick Town Centre with outreach work across the Warwickshire area.

**Salary:** £27,500 plus 25 days paid holiday + public holidays. A birthday concessionary day + incremental annual leave after 5 years of service. Matched contribution pension scheme up to 5% of salary.

### Job purpose

**Responsible for the coordination delivery and successful outcomes of the Safeline Prevention and Early Intervention Services Projects. Supporting mentoring and educating young people in order to prevent crime abuse and victimisation.**

### Key Responsibilities

Undertake supervision of vulnerable young people in a professional and sensitive way to positively educate and develop them so that they are protected from abuse.

- To effectively work with other members of the Prevention and Early Intervention Services and wider team to ensure that young people are adequately protected from Child Sexual Exploitation and other forms of abuse.
- Ensure that every young person develops in a positive way focusing on their skills, attributes and interests to achieve the best possible outcomes.
- Gather statistical and observational evidence in order to support clients, key stakeholders and funders with the confidence that their investment is supporting a critical need.

- Provide leadership, motivation and inspiration to ensure that all Safeline prevention services are delivered to the highest standard and that every child is better protected in the future.
- Ensure that all staff and partners strictly adhere to the Safeline child protection policy and that all activities are adequately risk assessed with a focus on health and safety.
- Take responsibility for the day to day running of the Safeline prevention projects ensuring that all staff and children are protected and all incidents are resolved in a professional manner adhering to the quality standards and safeguarding policies of Safeline.
- Develop positive working relationships with key stakeholders including schools, local council early help teams and other key funders.
- Work with the Head of Prevention Services to make Safeline a 'user' led organisation identifying systems and processes to help identify genuine 'user' needs and designing and implementing evidence backed interventions that deliver transformational improvements.
- Assist with gathering evidence of need to scale-up project delivery throughout the Midlands area.
- Ensure all critical data is captured and analysed to continually improve the organisation and that data is shared with partnership agencies.
- Work with the Prevention Services and wider team to develop and implement new interventions for young people in order to improve their lives in more profound ways.
- Ensure key policies such as safeguarding, are fully embedded within the organisation and are complied with at all times.
- Identify personal development needs and training requirements in order to improve professional knowledge and experience and ensure optimum performance of responsibilities.

## **Person Specification**

- It is essential that the post holder has a strong desire to protect vulnerable young people from harm.
- The applicant should be educated to degree standard or equivalent.
- Experience of teaching, motivating and supporting young people is essential.
- The applicant should possess the ability to work in confidential settings and within clear boundaries.
- Excellent communication and organisational skills.
- The post holder will be required to take responsibility for the protection and safeguarding of both the staff and young people throughout the delivery of the prevention of abuse programmes. A thorough knowledge of safeguarding children is essential with the confidence to report disclosures to schools, children's services or the police if required.
- Good analytical and IT skills are desirable.
- A driving licence and access to own transport is essential.
- They should possess some key fundamental values such as
  - Protecting vulnerable young people from harm.
  - Ensuring the integrity of staff-young people relationships.
  - Alleviating personal distress and suffering from abuse.

- Increasing personal effectiveness.
- Enhancing the quality of the lives of at-risk young people by developing them in a positive way.

## Key measures of Success

Key measures of success for the role would include:

- Ensuring agreed objectives and outcomes are fully achieved.
- Delivering interventions which lead to improved health and wellbeing for young people.
- Capturing critical data that enables the organisation to run more effectively.
- Ensuring we are a client led organisation and we engage clients in assessing need and shaping our services.
- Helping us introduce new evidence backed interventions which will increase the self-esteem and confidence of young people.
- Supporting the wider team.
- Investing in your own personal development.

*Safeline is committed to the Safeguarding of young people and vulnerable adults and adopts strict measures to ensure the safety of its clients. Safeline expects all staff to work within its safeguarding policies and procedures.*

*Safeline is committed to promoting a diverse and inclusive community and encourages applications from all genders, ethnicities and cultures.*

