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**VOICES FROM CARE CYMRU**

**JOB DESCRIPTION**

**JOB DESCRIPTION:** Development Officer - When I am Ready

**ACCOUNTABLE TO:** Programmes Manager

**LOCATION:** Based at: 45, The Parade, Roath, Cardiff, CF24 3AB

**HOURS OF WORK:** 21 hours a week

**SALARY:** £14,320 per annum (£23,866 pro rata)

**CONTRACT TYPE:** Fixed Term 4 years

**Scope of post**

Voices from Care Cymru is an organisation with the purpose of representing the experiences and interest of young people who are or have been looked after in Wales. Through our work we seek to:

* Increase the profile of young people who are looked after, at all levels of decision- making in Wales through a network of participation forums.
* Assist in the development of participation frameworks within decision-making processes to further enable children and young people who have been looked after, to have a voice.
* Provide advice, assistance, advocacy and counselling at no charge to our members, either directly or through referral to mainstream organisations.
* Campaign to improve conditions and life-circumstances of the care experienced community
* Provide training for service providers and corporate parent organisations.
* Actively promote the right of children and young people in care

This post is funded by Esmée Fairbairn Foundation and will play an important role in facilitating a new project which seeks to work with both young people and local authorities to establish a consistent and high quality of delivery of the When I am Ready scheme across Wales, thereby giving care leavers equality of opportunity to remain in a stable environment until they are ready to make the transition to independent living; seeking to reduce the age differential that exists between care leavers and the wider population in respect of ‘leaving home’.

**Key Tasks**

**Participation and Research**

* Utilise participation activities to work with care leavers to explore the strengths and weaknesses of the support and provision made available to care leavers at the point of leaving care, including When I am Ready
* To work with young people and professionals to develop a suite of resources to offer information to young people in respect of their option re; When I am Ready and progression to independent living and adulthood
* To work with Voices from Care Cymru’s wider team in order to ensure that When I am Ready is mainstreamed across VFCC’s work
* Ensuring the ethos of the UN Convention of the Rights of the Child is consistent throughout the role.
* Work with stakeholders to provide participatory opportunities for looked after children and care leavers with particular links to When I am Ready
* To actively promote and raise awareness of Voices from Care’s participatory activities
* Young people are signposted to other opportunities to fully develop their skills and experience.
* To ensure young people participating in activities have a package of support to enable them to meaningfully engage with activities. Additionally when required, sign posting young people to additional support provision.
* To facilitate the participation of Voices from Care’s members in the wider research and benchmarking work being undertaken by CASCADE (Children's Social Care Research and Development Centre) in respect of When I am Ready

**Influencing**

* Developing, organising and delivering workshops as part of events run by other organisations in the sector, including leading delegations of young people, ensuring that the young people have their say in respect of When I am Ready
* Involving care experienced young people in the development and delivery of training modules for Corporate Parents in respect of young people’s experiences in respect of When I am Ready
* Link the findings from the When I am Ready project into the national participation and cross-party group, and other participation / influencing groups

**Organisational Development**

* Work with the staff team to develop and establish a system for best practice.
* Making contributions to policy discussions within VFCC and in the wider sector, drawing on the views of the young people expressed in the course of your work.
* Support the management and on-going development of VFCC’s project.

### OTHER DUTIES

# To maintain records as identified.

# To work within the organisation’s policies and practice guidelines.

# To participate in staff meetings and other team activities.

# To carry out any other reasonable duties as may be required.

# To partake in regular supervision, annual appraisal and development opportunities.

# In accordance with VFCC’s Equal Opportunities Policy, be aware of all protected characteristics in the context of VFCC services and be willing to challenge practice and policy which unfairly discriminates against young people in any of these areas.

# Maintain confidentiality at all times and ensure proper observance of and adherence to VFCC Confidentiality Policy, VFCC’s Safeguarding Children Policy and Safeguarding Vulnerable Adults Policy and all other VFCC’s policy and procedures.

# Uphold VFCC values and behaviours.

The post is a combination of outreach fieldwork and office based administration. The Development Officer will be required to work evenings and weekends with occasional requirement to stay away from home overnight and to travel throughout Wales.

**DEVELOPMENT OFFICER**

**PERSON SPECIFICATION**

# Essential

* 1. Experience of working with children and young people or hard to reach groups.
	2. Knowledge and understanding of issues affecting children and young people looked after or care leavers.
	3. Understanding, and ability to deal with, the emotional pressures associated with young people experiencing vulnerability, who have been through the care system.
	4. Willingness and ability to work flexibly.
	5. The use of a car for business purposes and full, current, clean, UK driving licence.
	6. A relevant professional qualification i.e. youth and community, social work, education, health or equivalent in similar field and/or educated to degree level or at least two years’ experience of working with hard to reach groups.
	7. Understanding and ability to actively engage and support young people in participation opportunities.
	8. Good communication and presentation skills including relevant alternative forms of communication particularly to groups of varying sizes and ages.
	9. The ability to represent the views, wishes and feelings of children and young people.
	10. Experience in the development and facilitation of young person membership groups.
	11. Experience of developing workshops or programmes that empower young people.
	12. Communicate effectively with stakeholders.
	13. Experience in the development and delivery of workshops and training programmes around young people and to various audiences.
	14. Experience of supporting young people in participation opportunities in order that more young people can be engaged from across Wales, have their say as well as influence change.
	15. Experience of developing, writing and presenting reports based on qualitative and quantitative information.
	16. Experience of developing and maintaining accurate and up to date records, database and monitoring information.
	17. IT literate/proficient.
	18. Experience of being self-administrative as well as the ability to effectively plan and prioritise work and effectively disseminate information.
	19. Ability to work effectively within group settings and facilitate consultation events and workshops.
	20. Willingness to work within equal opportunities framework and promote the rights of children and young people.
	21. Commitment to continued personal and professional development and to working to quality standards.
	22. Willingness to travel throughout Wales meeting children, young people and professionals.
	23. Self-motivation and ability to motivate others.
	24. Maintain effectiveness while working under pressure.
	25. In accordance with VFC Equal Opportunities Policy, be aware of issues of race, disability, gender, class, sexuality, religion, language and culture in the context of VFC service and be willing to challenge practice and policy which unfairly discriminates against young people in any of these areas.
	26. Maintain Confidentiality at all times and ensure proper observance of and adherence to VFC Confidentiality and Child Protection and POVA Reporting Policy and all other VFC policy and procedure.

# Desirable

* 1. Knowledge and understanding of legislation affecting children and young people i.e. The Children’s Act, UN Convention on the Rights of the Child.

* 1. Educated to Degree Level
	2. Personal Experience of the care system.
	3. Experience in the developing, facilitating and servicing young person groups and/or young person Project Boards.
	4. To communicate effectively and work in partnership with other voluntary/statutory agencies across Wales.
	5. Ability to speak Welsh.

**All posts are subject to receipt of satisfactory references and a satisfactory DBS enhanced disclosure check.**