

Additional Information for Barnardo's Project Worker 2 Position
Children's Rights and Advocacy Worker

HMYOI Parc is a Young Offender Institution (YOI) for children aged between 15 and 18 years. We refer to YOI 's as the 'Secure Estate'.

This additional information is service specific and is in addition to the generic Barnardo's Project Worker 2 Job Description, as used across all Barnardo's services.

Barnardo's is commissioned by the Ministry of Justice (MoJ) to provide an Independent Children's Rights and Advocacy Service (ICRAS) to children. Barnardo's has held this contract across England and Wales since 2008, and in 2024 were awarded the contract for a further 7 years.

The ICRAS is child led and independent of the secure estate; our service is delivered within Werrington to ensure children can freely access support for a range of issues linked to their needs, rights & experiences of custody, resettlement, and safeguarding. As such, this is a child-facing service and, at times, involves lone working in the establishment, so we are seeking someone who can see the child, not the offence, and who can hold children at the heart of all they do and be a voice for children.

The child's voice is held front and centre of the service and their own words have been captured to describe the service here:

"You feel more confident when Barnardo's is with you."

"They help sort issues or complaints; they help you understand your rights if you feel you ain't being treated right."

"They will help you get your voice heard, they are a voice for young people that don't want to speak, and they talk to people for us when no one is listening."

"They help with advice on how to do things properly. They show how you can deal with things and help you get what you're entitled to."

Candidates are required to refer to **all** the points in the **Person Specification, Job Description and this additional information sheet**, to understand the context of the service described **and reflect this when completing their application**. We are seeking an individual who can evidence relevant skills, qualities, knowledge and experience in their work with children. Advocacy qualification training is available, and candidates are asked to express their willingness to undertake this, if not already held.

The Project Worker 2 position- **Children's Rights and Advocacy Worker** is based within HMYOI Parc, Hoel Hopcyn John, Coity, Bridgend CF35 6AP (*please note, the location of secure establishments may mean they are not easily accessed by public transport and may be in a remote area*). The post is line managed by a Team Manager (TM) reporting to an offsite senior manager. Other than the TM who is based on site, the wider management team are based offsite and a significant distance away from the establishment. Therefore, at times, the post holder will need to be able to work autonomously, working to the requirements of the contract and the regime of the YOI. The secure estate is a highly structured environment; as a Barnardo's service working within this environment, we are delivering support whilst still having to follow and comply with this structure. There are a considerable number of regulations which have to be followed, whilst also maintaining our independence, which can at times make the function of the job challenging.

This role includes lone working in this challenging secure environment. It is therefore critical that the successful candidate in this respect, is able to follow guidance and policy and is able to take a proactive and individual responsibility to understand and access the support mechanisms in place and encouraged by the service as required.

The position (and interview if shortlisted) is within the secure estate. It is strictly forbidden and may result in criminal proceedings to bring a mobile phone, SIM cards or USB, on site with you. At Werrington YOI, this also applies to smart watches and Fitbits. As such, you are required from the point of application, to familiarise yourself with the [Offender Management Act 2007](#) in terms of 'Conveyance of prohibited articles into or out of prison', and the relevant update (d) [Section 45 – Crime and Security Act 2010](#).

This unique role requires the successful candidate to work to expected professional standards issued by the secure establishment, further to Barnardo's Standards and Code of Conduct. The secure estate and the YOI is governed by strict and often legal requirements, which you will need to follow if successful in this appointment. You will receive both a Barnardo's and Secure Estate induction. At all times you will be encouraged to ask for clarity on anything on which you are unclear about. The expectations to meet the demands of the secure environment, and those of Barnardo's, will require the skills and experience to confidently develop positive relationships as there may often be differing priorities. There will be a need to confidently develop a positive relationship with secure estate staff, whilst maintaining the independence of the service.

The nature of the secure estate environment is challenging. It can be loud, busy, fast paced, volatile and high risk. It also requires a significant amount of walking throughout units, landings, and stairs, and across the site which are not all easily accessible. The secure estate does not have the provision of lifts between floors/landings, and also requires individuals to unlock, lock, open and close heavy prison doors and gates. The successful candidate will therefore be required to be reasonably fit.

This will be a permanent part-time position and the working hours will include a **Weekend (Saturday and Sunday)/Bank Holiday rota system** that applies to the service and therefore is a requirement.

The role requires flexibility to meet the needs of the Service. Our working days are Monday to Sunday and patterns of work will be discussed further with those shortlisted for interview.

When completing your application please refer to your skills, knowledge and experience in relation to the Additional Information, Person Specification and Job Description document. This should be done with an understanding of the context of the service described, including advocacy and safeguarding.

The position is subject to MoJ security clearance, checks and vetting, and also include Baseline Personnel Security Standard and Enhanced DBS.

Applicants should also be aware, that due to the nature of working within the secure estate, the vetting and induction process can take several months to complete.

It is a requirement that candidates demonstrate professional boundaries of an independent service, and the ability to maintain an independent position to that of staff employed by the establishment in line with the Definition of Independent Visitors (Children) Regulations 1991. [Definition of Independent Visitors \(Children\) Regulations 1991](#) and include where the person appointed is connected with any organisation responsible for accommodating the Young Person by virtue of being:

- a member of that organisation
- a patron or trustee of that organisation
- an employee of that organisation, whether paid or not - a spouse or co-habiting partner of any such person.

It is a requirement that candidates have the ability to demonstrate independence from Bridgend County Council, Salford City Council, Ministry of Justice, Youth Custody Service, Youth Justice Board, G4S and MTC Novo, and potentially other agencies which Barnardo's may deem a conflict of interest in providing independent support to children in custody.

This is a **permanent, part-time** position.

Job Description

For Safety and Security:

- Maintain awareness and responsibility for your own and others' personal safety when lone working, and in a volatile and high-risk environment on site and raise issues with the establishment and Team Manager.
- Maintain awareness and responsibility for security on site using the processes in place and staff to raise security concerns.

For Staff:

- Access regular supervision and team meetings.
- Maintain a commitment to ongoing personal development.
- Attend training offered, including all Barnardo's and establishment mandatory training.
- Maintain and support an independent position to that of staff employed by the establishment and other agencies.
- Contribute to positive, solution-focussed team working by sharing knowledge, skills and experience.

For Service User Support and Contract Activities:

- Hold a caseload of direct work with children.
- Ensure your engagement with children is maintained through personable, respectful, positive and child-centred relationships.
- Support engagement with the service through ensuring child-led practice, trauma informed approaches and purposeful activity in all areas of contract delivery, in line with UN Convention Rights of the Child and Department of Health Advocacy Standards (2002).
- Ensure accurate and timely recording of data and information, in line with policy and protocol.
- Ensure safeguarding is rigorous and effective, in line with policy, protocol and process.
- Ensure compliance with GDPR legislation and protocol.
- Contribute to contract delivery indicators and contractual obligations, proactively reducing barriers to effective delivery as and when they arise to ensure contract compliance.
- Contribute to service development activities and support the participation of children in this respect.
- Contribute to co-operative work with secure estate partners and children's services, health agencies, education providers and other agencies in order to provide the most effective service for children.
- Contribute to education opportunities to our partnership colleagues on the service aims and rights of children.
- Ensure all service aims and objectives are maintained to a good standard of delivery.

Person Specification

Essential criteria

- Experience of direct work supporting children exhibiting disaffection, complex needs, and challenging behaviours.
- Demonstrable awareness and knowledge of factors impacting children in custody.
- Practice and policy led experience, and a strong knowledge of safeguarding children legislation, including the role of the Local Authority Designated Officer.
- Knowledge of some of the legislation relevant to the service, for example the criminal justice system, SEND, social care, immigration, health services and resettlement & pathway support.
- Effective and efficient recording skills linked to service user information, including an awareness of the importance of this.
- Required to complete Level 3 Advocacy Qualification (which will require a commitment of personal time).
- Practice led knowledge of the Department of Health Advocacy Standards (2002) and UN Convention for the Rights of the Child.
- High level of IT proficiency in Microsoft word, excel and outlook.
- Willingness and ability to work evenings and Saturdays on rotation, as required.
- Motivation, resilience and a proactive and solution focussed approach.
- The ability to challenge authority in a productive and positive manner.

Desirable criteria

- Experience of direct work with children in custody, secure settings, youth justice.
- Knowledge, understanding and application of a rights-based approach using the United Nations Convention on the Rights of the Child or other relevant legislation.
- Knowledge, understanding and application of the National Standards for the Provision of Children's Advocacy Services (DoH, 2002).
- Experience of lone working and working unsupervised in a high-risk environment.

Please evidence your skills and qualities relevant to this service, position and environment. Shortlisting will be contingent on your ability to do this.