

JOB DESCRIPTION



JOB TITLE:	Children & Young Peoples Champion
REPORTING TO:	Head Of Family Support & Wellbeing
WORKING HOURS:	37.5 hours per week including evenings and weekends (part-time considered)
LOCATION:	Reuben's Retreat offices at Glossop & Ashton-under-Lyne
SALARY:	£25,290 (FTE)

OVERVIEW

Walking side-by-side, offering emotional and practical support to families of child loss or those that have a child with medical complexities and may face an uncertain future. Enabling them to create memories cocooned in the sanctuary of Reuben's Retreat underpinned by our army of compassionate hearts.

MAIN PURPOSE OF JOB

To design, develop and deliver a wide range of safe, innovative, inspiring, recreational, fun and therapeutic activities for CYP supported by Reuben's Retreat. This will include the delivery of emotional, social and practical support to complexly poorly children and their families, and delivery of bereavement support interventions with bereaved families in both groups and 1:1 setting.

The role will also work in partnership with the wider team to monitor, evaluate and continuously improve the Championing Children and Young People's Project, whilst ensuring that funders agreed outcomes are met.

DUTIES AND KEY RESPONSIBILITIES

- Provision of a support and activity programme for children and young people aged 0-25 years which is designed in partnership with CYP and inspires and empowers them.
- Risk assessment and implementation of management plans to ensure all activities are safe for all involved.
- Provision of regular support activities to reduce social isolation of CYP that the charity supports.
- Monitor service delivery and keep the CEO and Trustees updated on key developments and needs of CYP.
- Act as an ambassador for Reuben's Retreat and foster and build key relationships with partner organisations to support CYP who need support from the charity.
- Collect qualitative evaluation data and develop a range of formal and informal evaluation methods to measure the changes as a result of the project.
- Ensure targets are achieved in line with our strategy.
- Take individual responsibility for agreed objectives and targets.
- Keep abreast of changes in policy and practice that may impact CYP support activities.
- Provide an exceptional standard of written communication and competencies around Microsoft Office and its associated programmes.
- Plan, organise, administer, and operate all areas of work effectively and to a high standard.

WORKING WITH BENEFICIARIES AND SERVICE DELIVERY

- Respond in a timely fashion to all requests for support, whilst maintaining a heart-centred approach
- Conduct initial needs assessment of CYP requiring support and in partnership with the family and relevant members of their support system, ensure support is offered that is individually designed and appropriate.
- Work with the CEO and Family Team to review and monitor CYP that are receiving support, and plan the development and progression of all individual and group programmes of activity.
- Host events and activities and source suitably skilled and qualified service delivery personnel and appropriate volunteer staff to support such events and activities.

- Attend relevant professional meetings and maintain effective relationships with referrers and other health professionals.
- Collaborate with other charities and organisations at networking events to raise awareness of our services, and signpost appropriately when relevant.
- Comply with data protection regulations, ensuring that information and knowledge remains confidential.
- The post holder will be expected to work flexibly in a range of venues with regular evening and weekend work.
- During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly relating to beneficiaries or staff. All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people.

This is a description of the job as it is presently constituted. It is the practice of Reuben's Retreat to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with the post holder.