



IV Co-ordinator


Applicant Information Pack

Email hrqueries@nyas.net

[@NYASServices](#) [f NYAS.yp](#) [@nyasservices](#) [in NYAS \(National Youth Advocacy Service\)](#)

www.nyas.net

Registered Charity No: 1012485



Introduction from **Rita Waters,** CEO of NYAS



Thank you for your interest in working for NYAS, the charity that makes sure care experienced young people are aware of their rights and gets their voices heard, helping them to engage in decisions made about their lives.

NYAS is very proud of the positive development and impact achieved over the last thirty years for care experienced children and young people. We know from our feedback and evaluation methods that what we do makes a huge difference. However, we also know much more needs to be done and to achieve our mission we need a team of excellent people who are the best in their field.

As a leading national rights-based charity we have experienced continued growth over the past few years. Our total staff numbers are around 240 people (this doesn't include our 500 amazing volunteers or 325 self-employed contractors). NYAS is an exciting, vibrant and dynamic team.

Everyone who works for NYAS gives their best, and we believe in acknowledging personal, as well as team achievement and celebrating it. We regularly review and improve our processes because we know that we can't achieve anything without the right people, and those people need the right tools, the support and motivation to do their job well.

I hope that you will find this opportunity exciting and compelling and will consider joining us to contribute to our future and most importantly the lives of young people in care.

Rita Waters, CEO

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What does NYAS do?

We work in partnership with many local authorities, private settings and third-sector organisations to make sure that our range of services extends beyond Advocacy and helps to improve outcomes for all those needing our support including children and young people subjected to child protection procedures, children with disabilities and those at risk of entering the care system.

We empower children & young people to have their voice heard

“Advocacy is about representing the views, wishes and needs of children and young people to decision-makers, and helping them to navigate the system.” Many care experienced children are unaware of their rights and struggle to access support to which they are legally entitled, such as having a say in their care plans, an education, contact with their families, and financial support. Our independent advocates support children and young people to understand their care experience and ensure their voice is heard, their rights are respected and upheld and their achievements recognised.

To find out more about our services, click the links below:

[Advocacy](#)

[Care Leaver Support](#)

[Helpline](#)

[Youth Participation](#)

[Independent Monitoring](#)

[Independent Visitor Service](#)

[Parent Advocacy](#)

[Mental Health Advocacy](#)

[NYAS Legal Services](#)

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our vision

Every child and young person has the right to be heard.

Every child has the right to feel safe.

Every child has the right to be involved in decisions being made about them.



our mission

At NYAS we **listen** to what children and young people want, care about what they say and **empower** them to have their voices heard.

We ensure their wishes and feelings are expressed and acted upon to improve their situation and help them build a better future.

We will never stop in our efforts to influence, lobby and campaign to bring about positive changes and ensure children's and young people's rights are understood and upheld.

our values



Collaborative

We work closely with colleagues and partners to deliver an outstanding service to the children and young people who need us.



Accountable

We are open, transparent and accountable, taking responsibility for what we do.



Respectful

We value and respect each other and the people we work with, embracing diversity and nurturing trust.



Empowering

We listen to children and young people when they feel they are not being heard, inform them of their rights, and empower them to change their lives for the better.

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Job Description

Main Purpose of Job: To have day to day responsibility for the IV Service in the area. To recruit and train appropriate volunteers to be IVs, take referrals for young people and match them with the volunteers. To support volunteers and promote the service. To ensure that children and young people are safeguarded at all times.

Accountable to: Service Manager

Location: Home/Office based, dependent on service

Duties and Responsibilities:

- Develop a pool of Independent Visitors (IVs) sufficient to meet the needs of the service. This will include recruiting volunteers for children placed out of area.
- Recruit, train and induct IVs according to Safer Recruitment processes and NYAS policies and procedures.
- Safeguard and promote the welfare of children.
- Undertake risk assessments on all young people and activities as required.
- Match children referred to the project with an appropriate IV in accordance with NYAS policies and procedures
- Monitor matches through a case management system and direct contact with IVs, children, young people and other professionals. To authorise IV claims and expenses.
- Provide informal and formal support for matched IVs by way of telephone, email, quarterly volunteer support group meetings and regular match meetings.
- Update and maintain case files on a bespoke case management system.
- Monitor IV visits and budgets, complete monthly monitoring returns and prepare reports for quarterly monitoring meetings in order to ensure the service is reaching targets and keeping within budget.

Job Description continued...

- Produce a rolling annual programme of meeting with key personnel and teams relevant to the service supported by NYAS promotional materials in order to increase the number of IVs and the number of referrals from young people.
- Work in co-operation with other NYAS IV services and to provide cover for colleagues on occasions.
- Deliver case studies from services as requested by senior management.
- Partake in regular supervision, annual appraisal and development opportunities.
- To attend the regular NYAS IV Co-ordinator groups and quarterly Regional Meetings.
- Uphold NYAS values and behaviours.
- Maintain confidentiality at all times and ensure proper observance of and adherence to all NYAS policies and procedures.
- Keep up to date with changing policy and legislation in regard to children's services and NYAS' priority groups of children and young people. This may also extend to vulnerable adults.
- Able to work some unsocial hours as required in line with the demands of the role.
- Any other duties as reasonably required by NYAS.

Person Specification

| Qualifications | | |
|--|---|---------|
| Educated to a minimum Level 3 equivalent with good standard of English and Maths | E | A, D |
| Professional qualification in either social work or a relevant field. | D | A, D |
| Experience and Knowledge | | |
| Proven experience of face to face work with children and young people in a social care setting, particularly children in care | E | A, I |
| Knowledge and experience of the recruitment & supervision of staff and / or volunteers. | E | A, I |
| Knowledge of the legal and policy frameworks for looked after children, vulnerable children and young people and adults, and how this applies to the role. | E | A, I |
| Experience and understanding of child protection & safeguarding procedures. | E | A, I |
| Experience of providing training or delivering small group work. | D | A, I |
| Aptitude | | |
| Ability to communicate effectively and to a high standard both orally and in writing to a wide range of people, maintaining professionalism at all times. | E | A, I |
| High level of organisational, administrative and report writing skills. | E | A, I |
| Excellent computer skills in a Microsoft Windows environment | E | A, I, T |

Person Specification - continued

| | | |
|---|---|---------|
| Interview and training skills | E | A, I |
| Excellent negotiating skills | E | A, I |
| Financial/ budget skills | E | A, t |
| An understanding of the importance of listening to children and young people without bias or prejudice. | E | A, I |
| Commitment to the principles of equality, diversity and inclusion. | E | A, I |
| Other Role Requirements | | |
| Possess a driving licence and have access to the regular use of a motor vehicle. | E | A, I, D |
| Able to travel widely according to the demands of the post, including to the NYAS main offices. | E | A, I |
| Expectation that post holder will live within in or close to the geographical area of the service. | D | A, I |

E= Essential, D= Desirable

A= Assessment, I= Interview, D= Documentation, T= Test

All posts are subject to receipt of satisfactory references, Digital Risk Assessment and a satisfactory DBS enhanced disclosure check



Benefits of working with NYAS

Our people are passionate about our cause and the difference it makes in the lives of others. The benefits package we offer colleagues to support them in delivering their crucial role includes the following:

Annual leave

We offer 26 days annual leave per annum, plus Bank Holidays - pro rata for part-time or fixed term contracts. Your entitlement to annual leave increases with service, to a maximum of 30 days after 5 years with us.

Pension

After you have been employed for one month, we will auto-enrol you into the 'NYAS Stakeholder Pension Scheme'. The scheme is run by 'Scottish Widows' and includes a monthly Employer Contribution by NYAS up to 4% provided it is matched by your contribution. You will have the option to opt out of auto-enrolment one month after you have been registered.

Occupational sick pay

NYAS seeks to support our team members when they have periods of sickness and once through the 3 month probationary period you are entitled to occupational sick pay equivalent to 4 weeks at full pay followed by 4 weeks at half-pay in any rolling year (pro-rated for part-time or fixed-term contracts).

Learning & development

We recognise that our employees are fundamental to our success, and aim to provide an outstanding and distinctive social and working environment in which both the organisation and colleagues can flourish and achieve their full potential. We seek to employ and develop high calibre and high performing people in order to meet our strategic objectives and deliver our services.

Other Benefits include:

- Enhanced pay for family friendly leave
- Free parking at some of our offices
- Employee assistance programme
- Group stakeholder pension scheme
- Access to BHSF health cash plan

Tips to help you complete the NYAS application Form

Ensure you proofread your application for any errors before submission and ensure your CV is up to date.

Personal Details

Complete this section accordingly making sure all contact details are correct.

Education, Qualifications, Training and Skills

Please ensure that you highlight relevant experience, knowledge and skills in your application. Be sure to include all relevant qualifications and level achieved. Please state whether you are a member of any professional bodies, indicating your level of membership and qualification. Proof of certificates may be required.

Employment History and Salary

Please start with your current or most recent employer and give a brief description of your main responsibilities. These descriptions do not have to be very long as you will have an opportunity to expand on certain aspects in the Statement of Suitability section. Please list all previous positions of employment and ensure any gaps in your employment history are explained.

Statement of Suitability

As we shortlist against the criteria you should relate your application to the requirements set out in the person specification (providing examples). Please address each section in sufficient detail and avoid leaving any blank spaces. If you do not complete all of the sections, this may impact your likelihood of being shortlisted.

Give clear, short paragraphs that show how your experiences meet the criteria and don't forget to outline any relevant skills, experience and training appropriate to this post.

Referees

Always ask your referees permission before giving their contact details for your application.

Your referees should be your current or previous line manager, academic tutor or a volunteer manager if applicable. Do not give details of family, friends or colleagues.

We reserve the right to request to approach any previous employer if deemed necessary.

Referees will only be contacted after an offer has been made. We will confirm this with you before we approach your referees. If there is a problem with this then please contact us.

Tips - continued

Training & IT Skills

Please give full details of any relevant training courses you have attended and any relevant software packages you have used.

Safeguarding

As a charity that supports children and young adults in care, we have a duty to ensure that the young people who benefit from our support are not harmed in any way, and we expect all our staff to share in our commitment to safeguarding and the welfare of young people.

The suitability of all prospective employees will be assessed during the recruitment process in line with safer recruitment practices including satisfactory references, a Digital Risk Assessment and DBS enhanced disclosure check.

NB: A previous conviction will not necessarily prevent you from joining NYAS. It would depend on a number of factors, including the nature of the conviction and the type of role you are applying for.

It is mandatory that all colleagues undertake safeguarding training when they join us.

Identity check

We are also obliged to confirm your identity and obtain proof of your right to work in the UK. Unfortunately, we are currently not able to support visa applications.

Equality & Diversity at NYAS

NYAS is an equal opportunities employer welcoming applications from all sections of the community

Everyone can expect to be treated with consideration and respect and NYAS is committed to providing an inclusive environment for all. Good working relationships release the full potential, creativity and productivity of each individual, in an atmosphere where everyone can learn and work without prejudice, discrimination, harassment or violence.

You will need to complete an Equal Opportunities Form. Please be assured that this is not part of the application process and will be removed prior to the shortlisting process.

However, the data we obtain from these forms is analysed to support our commitment to equal opportunities, and the information will help guide our recruitment strategies.



How to apply:

To apply for this position, you can do this through our website by clicking [here](#).

You will need to click on 'apply now' and you will be asked to register for an account. This will enable you to track your application.

We will ask that you complete an application form, and you will have the option to attach a current CV. Please ensure within your CV or application that you include your employment and education history as well as any achievements and qualification gained.

Any gaps in your employment history will need to be explained - a section for this is provided on the application form.

When completing the application form, it is important that you refer to the job description/person specification and detail how you can evidence the criteria.

If you have any issues applying, please contact recruitment@nyas.net

For further information about NYAS, please visit our website:
<https://www.nyas.net>