



## JOB DESCRIPTION

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| <b>Job Title:</b>      | <b>Inclusion and Youth Support Assistant</b>                                   |
| <b>Department:</b>     | <b>Support and Inclusion</b>   |
| <b>Reports to:</b>     | <b>Inclusion Manager</b>   |
| <b>Direct Reports:</b> | <b>N/A</b>   |
| <b>Location:</b>       | <b>Home based (some national travel, with offices in London and Lingfield)</b> |
| <b>Hours of Work:</b>  | <b>Part-time (30hrs)</b>   |
| <b>Salary:</b>         | <b>£21,121 (FTE £26,050) to £22,080 (FTE £27,232)</b>                          |
| <b>AYR/TTO:</b>        | <b>All year round, permanent</b>   |

## About Us

Epilepsy can be one of the most frightening and isolating conditions a child can experience. The loss of any sense of safety, trapped in an unpredictable world, not knowing when their next seizure will happen, where it will happen, who will be there and if they'll be hurt.

Living like this takes its toll on a child's physical and mental health, as well as impacting their education and social life. It can limit opportunities for the rest of their life.

Children with epilepsy have a right to be heard. We are here for them.

Together we can create a society where children and young people with epilepsy have a voice and can live happy, fulfilled lives. Through research that improves diagnosis and treatments, campaigning for children's rights, and providing innovative tools, information, and practical support for living day-to-day life.

Together we create possible.

## Job Purpose

We are looking for a highly motivated and enthusiastic Inclusion and Youth Support Assistant to join our team. You'll be a key first point of contact for young people with epilepsy, their families and a variety of professionals – working with them to provide the training, resources, support and information needed to ensure all children and young people with epilepsy feel informed, confident and fully included in education, sport and society.

The purpose of this role is to ensure that children and young people with epilepsy access and shape the support that we provide. Young people are at the heart of everything we do – from our key decision making to our organisational processes. We are committed to amplifying the voices of children and young people and advocating for them, and this role is an important part of this mission. If you are driven, with a passion for young people and for their voices to be heard, we want to hear from you!

The aim of this role is to support the development and implementation of our Support and Inclusion services. This will include liaising with families and young people, schools and other professionals, all with a friendly, sensitive and professional manner. You will be supporting the development and delivery of our online and face-to-face workshops for young people, families and professionals, to support, signpost and identify areas for improvement. You will also help build a network of professionals engaging with our services, who are interested in working with us to improve educational access and wider inclusion.

The need for our services is great, so this role will be an exciting chance to support our ambitious strategy.

## Key Tasks and Responsibilities

- Leading administrative duties for the Support and Inclusion team, including replying to and sending emails, updating records, setting-up meetings and helping with general queries.
- Providing helpful first point of contact for professionals and families, signposting them to relevant support or resources.
- Supporting the team to build relationships to create a network of professionals who engage with the Support and Inclusion programmes.
- Working with the team to ensure all youth support referrals are responded to in a timely manner, and clear records are kept of interventions and support provided – gaining extra information when needed.
- Supporting the coordination and logistics of events – setting-up events, sending invites, monitoring responses, checking consent, organizing relevant materials / resources, processing and logging invoices / payments / expenses etc.
- Supporting the delivery of some online and face-to-face events, gathering insights and feedback.
- Supporting the Inclusion Manager to develop and deliver our strategy for supporting children and young people in education settings and beyond. This includes building on Young Epilepsy's 'Epilepsy Friendly' training offer for education professionals in universities, developing a similar offer for schools, and eventually wider community settings.
- Coordinating the logistical, administrative (and some technical) aspects of our online training and supporting the process of developing it further.
- Supporting the Inclusion Manager to monitor and report on outcomes and impact, collating data and case studies to support fundraising bids.
- Working with our marketing and digital team to expand our reach into education and other youth settings, engaging them in our work to produce relevant resources.
- Being up to date with safeguarding training and reporting any safeguarding concerns according to Young Epilepsy's policy and procedure.
- Taking part in team meeting and organisational away days.
- Supporting wider projects across the organisation as reasonably required.

### **General**

This job description is not exhaustive, and the post holder may be required to undertake other reasonable and appropriate tasks.

All Young Epilepsy staff share a commitment to the participation and engagement of children and young people and their voices.

All duties must be carried out in accordance with Health and Safety regulations as given by the Young Epilepsy Health and Safety policy and procedures.

Young Epilepsy and St Piers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Young Epilepsy expects all employees to share our commitment to creating and promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit.

## PERSON SPECIFICATION

**Job Title:** Inclusion and Youth Support Assistant

**Directorate:** Fundraising and Development

**Key for how criteria will be assessed:**

**I = Interview, A = Application Form, T = Test or Assessment**

| Key Criteria                       | Essential   | Desirable   |
|------------------------------------|---|---|
| <b>Education</b>                   | Educated to GCSE, with grade C or equivalent in English and Maths<br><b>(A)</b>   | Educated to A- level, BTEC or equivalent, or higher<br><b>(A)</b>   |
| <b>Professional Qualifications</b> |   | Relevant professional qualification or working towards training in education or youth work<br><b>(A)</b>  |
| <b>Experience Required</b>         | Volunteering or working with young people<br><br>Supporting the management and delivery of projects, programmes or services<br><br>Supporting the delivery of group sessions<br><br><b>(A, I)</b>   | Background in social work or education setting<br><br>Working with, or for, children's or disability charities<br><br>Event management<br><b>(A, I)</b>   |
| <b>Skills and Knowledge</b>        | Supporting the timely management and delivery of projects or events<br><br>An awareness and understanding of the issues faced by young people today, including principles of safeguarding<br><br>Excellent written and verbal communication skills<br><br>Proven ability to work on own initiative and as part of a diverse team, managing multiple demands and organising own workload<br><br>Strong digital skills, with excellent working knowledge of Microsoft programmes (e.g. Outlook, Word, Excel, PowerPoint, Teams and SharePoint)<br><b>(A, I)</b> | Knowledge of epilepsy and its impact on children and young people<br><br>Using and reporting from digital platforms / CRMs e.g. Zoom, Beacon, Moodle<br><br>Digital marketing, writing web copy, or developing digital resources<br><br>Budget management<br><br>Knowledge of equality legislation, with a particular emphasis on disability<br><b>(A, I)</b> |
| <b>Personal Qualities</b>          | Energetic, passionate, and proactive about young peoples' participation, advocating for them and their rights<br><br>Ability to build strong relationships with a wide range of people, showing empathy and making connections quickly  | Knowledge or lived experience of epilepsy<br><br>Demonstrable respect for and sensitivity towards the needs and challenges of young people  |



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|  | Flexibility and willingness to work occasional evenings and weekends, as well occasional travel around the country (inc. the London office)<br><b>(A, I)</b> | Aware and curious about the youth, support and education landscape and what is impacting young people and professionals today<br><b>(A, I)</b> |
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## Values and Behaviours

All employees are expected to demonstrate the values of the organisation.

### Value: **Young people at the centre of everything we do**

- Our work is driven by the experience and voices of young people.
- We support young people to be advocates for change.

### Value: **We work together to make a greater difference**

- We believe a culture of partnership and collaboration is the best way to achieve positive lasting change for young people with epilepsy.

### Value: **We are ambitious and courageous for change**

- We promote and uphold their rights of young children and young people with epilepsy.
- We campaign for their voices and best interests to be respected.

## Youth Inclusion and Participation

**Youth Voice Network Skills and Qualities - *These desired skills and qualities have been selected by young people in the Youth Voice Network. We expect all employees to share a commitment to the participation and engagement of children and young people and their voices.***

- **Empathy:** The ability to understand and share the feelings of others, particularly young people with epilepsy.
- **Understanding:** The capacity to comprehend and appreciate the unique challenges faced by young people and to approach them with a non-judgmental attitude.
- **Patient:** The ability to remain calm and composed when dealing with challenging situations and to work at a pace that suits the individual needs of young people.
- **Encouraging:** The willingness to support and motivate young people to achieve their goals without being condescending or patronizing.
- **Effective communication:** The ability to communicate with young people clearly, concisely, and accessibly.
- **Approachable & friendly:** The capacity to create a welcoming and enjoyable environment for young people to learn and grow.
- **Youth advocacy:** The willingness to champion young people and advocate for their needs and rights
- **Empowering:** The capacity to empower young people to take ownership of their own learning and development.



- **Resilient:** The ability to deal with challenging and potentially sad situations and to remain calm and composed under pressure.

**Name of post holder:**

**Signature:**

**Date:**