

Role Specification

Bank Education & Wellbeing Specialist (Wales)

Post: Bank Education and Wellbeing Specialist (Wales)
Reports to: Business Development Coordinator & Education and Wellbeing Coordinator (Wales)

Mandatory requirements

Must be a fluent Welsh-speaker and be willing and able to deliver education and professional trainings in Welsh.

Highly desirable

Holds a current driving licence and has use of own vehicle (work related mileage will be paid if authorised).

Overall Purpose of the role

To develop and deliver Brook's Education and Wellbeing work in person or online with young people, and to support and facilitate in person or online training sessions for multi sector professionals and parents/carers.

Bank staff will facilitate training for young people, adults, parents and carers and may be required to liaise with Social Care and Police, work within multi agency teams and coordinate Safeguarding concerns and referrals in line with Brook's policies.

Key responsibilities

- To create an empowering, non-judgemental, positive and welcoming atmosphere within Brook Education spaces, emphasising self-determination and assisting young people to make plans and decisions and to accept responsibility.
- Deliver tailored educational messages for high-risk groups, universal groups or individuals in order to enhance self-esteem and reduce risk-taking behaviours.
- Assist in the development, delivery and evaluation of training programmes and support all service users to help develop their skills, knowledge and confidence in the effective delivery of Relationships and Sexuality Education.
- Undertake brief Netreach interventions promoting Brook's holistic approach that sees the individual's health and wellbeing, emotional, physical, sexual, mental and social needs addressed with the relevant sign posting to services.
- Work within national, professional guidelines and Brook's Protecting People (PPP) policy where there are safeguarding issues with clients, and refer to the Designated Safeguarding teams in accordance with Brook's Safeguarding referral pathway.
- Where appropriate, work within Multi Agency Teams to assist social workers and the Police to fulfil their statutory obligations to children in need of help or protection.

- Monitor and evaluate work as required, keeping secure written and statistical records of work undertaken and providing reports as required.
- Represent Brook Education and Wellbeing at events, conferences, meetings etc.
- Achieve volume, activity and income targets as agreed with the Business Development Coordinator.
- Promote awareness of the services offered by Brook, among vulnerable young people (particularly under-represented or marginalised groups and those who work with them).
- To establish and maintain rapport and respectful and trusting relationships with children, parents, carers and other professionals whilst providing 'persistent and challenging support'.
- To ensure a healthy and safe working environment for clients and other staff in an office, education and training venue or outreach environment if/when the session requires (geographic location allowing). To be agreed with Business Development Coordinator and Education and Wellbeing Coordinator (Wales).
- Brook is committed to equality in employment and service delivery and all staff are expected to actively promote equality and diversity in all aspects of their work.
- Attend online internal staff and supervision meetings to inform and support training and to keep up to date with developments in relevant fields.
- Recognise the effective utilisation of all appropriate development resources and opportunities, undertaking training where required.
- Comply with Brook's standards of information governance, data security and protection, and documented systems and procedures.
- Work within the policy framework of Brook including code of conduct, maintaining confidentiality and safeguarding of young people.
- To perform other required duties commensurate with the terms and conditions of the post as required.

NB: This job description identifies the key responsibilities and requirements. It is not an exhaustive list of tasks that need to be completed. Brook reserves the right to amend the job description as the role develops with the organisation.

Brook is committed to equality in employment and service delivery and all those working for Brook are expected to actively promote equality and diversity in all aspects of their work.

From time to time, due to the needs of the service, undertake other duties that are consistent with your role and banding, including absence cover.

This job description and person specification may be subject to review from time to time in consultation with the post-holder.

Person Specification

Successful applicants will be able to demonstrate they meet the following criteria.

Experience

- Demonstrable experience of working with groups of vulnerable young people.
- Experience of the issues affecting young people, particularly vulnerable or underrepresented groups.
- Demonstrable experience of working with a variety of professionals providing support and education.
- Experience using online platforms such as Zoom and Microsoft Teams.

Skills and Abilities

- Excellent communication skills, especially with young people, professionals and underrepresented groups.
- Ability to network and build sustainable working partnerships with other agencies and key stakeholders.
- Ability to organise own workload and work without direct supervision.

Knowledge

- Understands the importance of maintaining Brook's confidentiality policy for young people and the legal provisions in the Data Protection Act.
- Has knowledge of social and situational factors influencing young people's sexual health and wellbeing.
- Knowledge and understanding of the law, guidance and safeguarding issues relating to advice and treatment offered to under-16s.
- Understands the principles of equality and diversity.

Education and training

- Educated to GCSE level (minimum 5 passes) or equivalent.
- Has a teaching, youth work or 'train the trainer' qualification with evidence of experience in face-to-face professional delivery.

Other requirements

- Committed to working in an anti-oppressive way and striving to create equal opportunities for young people.
- Maintains strict confidentiality concerning all Brook matters.
- Ability to be flexible in terms of working hours, including occasional evening and weekend working.