

Job Description

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| Job title: | Child Sexual Abuse and Exploitation Specialist (LGBTQ+ Specialist) |
| Responsible to: | Service Delivery Manager |
| Responsible for: | Not Applicable |
| Hours of Work: | 21hrs per week |
| Contract | March 2025 |
| Location: | Office Based and outreach work in Leeds and Bradford |
| Salary and benefits: | £28495 (Pro Rata) Actual: £17097 Holiday entitlement is 27 days p.a. pro rata plus bank holidays 4% contributing pension |

Job Purpose

This role will offer specialist emotional and practical support to young people who identify as LGBTQ+ who have experienced, who are experiencing or who are at risk of experiencing sexual abuse and exploitation. Working within a trauma informed framework with a harm reduction ethos, you will be supporting young people to effectively safeguard them and reduce the risk of further exploitation and abuse, providing intensive 1-2-1 work within a multi-agency approach. You will ensure that young people are at the heart of our work to empower and effectively support and protect them.

Department/team

The Young People’s team work across Leeds, Bradford and Wakefield providing specialist support to young people who are at risk of, experiencing or who have experienced Child Sexual Abuse and Exploitation. The team work to Basis’ organisational values, taking a rights-based approach to enable and empower young people to make positive choices. The team have an established reputation for providing high quality, trauma informed, effective safety advice, information and support, enabling young people to navigate exploitative and abusive relationships. Services are provided within the community, at venues as young people determine.

Duties and key responsibilities

1. Delivery

- 1.1. Ensure that young people have access to CSA/E services in line with funder expectations and client need.
- 1.2. Effectively safeguard and protect young people who are being exploited or abused.
- 1.3. Provide harm reduction interventions to young people to empower them to understand risk
- 1.4. Ensure that young people are at the centre of any co-ordinated partnership working in order to reduce harm and enable positive change
- 1.5. Ensure that safeguarding practice is embedded within working practices to effectively support those ‘at risk’

- 1.6. Establish, maintain and develop good partnership working relationships with professionals and organisations both statutory and voluntary.
- 1.7. Advocate for young people, challenging discrimination, exclusion and stigma both for individuals and within the wider community
- 1.8. Ensure the service effectively shares information whilst maintaining the confidentiality and data of those accessing the service, sharing information to minimise harm & co-ordinate support where necessary

2. Monitoring and Evaluation

- 2.1. Ensure ongoing recording and monitoring of project outputs and outcomes
- 2.2. Manage engagement and outcome data, inputting data onto the database and collating information to produce relevant reports.
- 2.3. Responsible for gathering feedback from young people on the service and any improvements suggested
- 2.4. Support analysis of data to review service delivery

3. Budget

- 3.1. Support the Service Delivery Manager to ensure the project is delivered within the budget
- 3.2. Provide timely information to the Service Delivery Manager to ensure that the project budget is created and effectively managed.

4. Partnership engagement and management

- 4.1. Ensure the maintenance and development of excellent partnership working relationships with professionals, organisations and other key stakeholders.
- 4.2. Support the Service Delivery Manager to maintain relationships with all relevant external stakeholders and organisations.
- 4.3. Ensure effective representation at external meetings and events to facilitate improved understanding of child sexual exploitation and related issues

5. Communications

- 5.1. Support Service Delivery Manager in developing relationships with local and national press
- 5.2. Collaborate with the Service Delivery Manager in ensuring that social media is effectively used.
- 5.3. Ensure that information/publicity with regards to service outcomes is kept updated.

6. General Responsibilities

- 6.1. Contribute to team meetings and organisational priorities, strategic goals and performance targets
- 6.2. Actively engage in regular internal and external supervision to support professional development and reflective practice.
- 6.3. Support and supervise volunteers
- 6.4. Be flexible within the broad remit of the post
- 6.5. Ensure that finance and resources are used effectively and within budget
- 6.6. Work collaboratively on projects and priorities with your line manager which may vary from time to time
- 6.7. Be proactive in keeping up to date with and generating development relating to your work (including policy updates)
- 6.8. Abide by organisational policies and practices, and our values
- 6.9. Support diversity and equality of opportunity in the workplace
- 6.10. Ensure that effective safeguarding procedures are in place and are acted upon

PERSON SPECIFICATION

EXPERIENCE

- A minimum of 2 years' experience of working with vulnerable people, at least 1 of which are with ideally young people or those at risk of child exploitation
- Experience of multi-agency partnership working
- Experience of working in a regulated environment, managing risk and following case management procedures to meet the needs of a diverse and vulnerable client group
- **This role requires a specialist in working with LGBTQ+ young people, we therefore welcome applications from those either with lived personal experience or who have substantial professional experience.**

SKILLS AND ABILITIES

- Organised and meticulous with an ability to maintain effective record keeping systems
- An understanding of how to take a rights-based approach, enabling dignity, choice, respect, privacy and fulfilment into practice in a support setting
- Empathy with the needs of stigmatised and marginalised women and the barriers they face
The ability to build relationships with service users
The ability to complete risk assessments, needs assessments and support plans
- Effective communication skills both in writing and verbal.
- Can engage and motivate others.
- Trustworthy and work with integrity within our policy and values framework
- Exercise judgement and thinking in order to plan day to day issues in service delivery
- The ability to learn new skills and a commitment to learning in the workplace
- Can troubleshoot difficult situations, and deal with such situations calmly, efficiently and effectively.
- Writing skills - production of monitoring reports and the ability to write succinct documents on complex areas.
- IT skills at a level that supports report writing, email, internet use, presentations and data input.
- Self-motivated with ability to work alone but can also work co-operatively and flexibly as part of a team/with partners.
- Ability to stay focused and efficient in the face on changing priorities.

KNOWLEDGE

- Best practice guidance and research relating to:
 - Young people rights and legislation
 - **LGBTQ+ rights**
 - **Understanding of barriers and discrimination LGBTQ+ young people may face**
 - Use of case management systems and writing reports.
 - Web based communications.
 - Leeds localities and geography

EDUCATION/TRAINING/QUALIFICATIONS

- A good general level of education is required and a relevant qualification would be beneficial. Evidence of recent professional development in an area relevant to the specific nature of this post will also be recognised, this could be for example: sexual health services, nursing/healthcare, women's sector, child sexual exploitation, youth services

PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS

- Confident, adaptable & with a flexible approach
- Awareness of self-care and ability to manage resilience
- Able to work in a fast-moving environment with multiple deadlines.
- Can travel extensively within the geographical area of work.
- Full Driving License and access to a car
- Can work some evenings and weekends
- Is dedicated to anti-discriminatory practice and equal opportunities. Can demonstrate an ability to apply awareness of diversity issues to all areas of work.