

## STEP OUT Child Exploitation Project Worker Job Description

|                               |   |
|-------------------------------|---|
| <b>Job title:</b>             | <b>STEP OUT Child Exploitation Project Worker</b>   |
| <b>Responsible to:</b>        | STEP OUT Project Manager  |
| <b>Working directly with:</b> | STEP OUT Project Worker/s<br>Charity Director<br>Doorstep Youth Services Manager<br>Doorstep Family Support Team<br>Kingfisher Team (Co-located Police, Health and Social Care CSE team)<br>Sexual Violence and Exploitation Network<br>Partner services across Oxfordshire |
| <b>Responsible for:</b>       | Volunteers, Placement Students and Sessional Staff when work is linked with this project  |
| <b>Hours of Work:</b>         | 21 hours per week, including regular evenings and some weekends   |
| <b>Location:</b>              | Based in Donnington Doorstep – outreach work in Oxfordshire   |
| <b>Salary and benefits:</b>   | £13,529 to £15,058 p.a.<br>The post is funded until August 2022<br>Holiday entitlement of 6 weeks p.a. pro rata inclusive of Bank Holidays<br>We offer a NEST pension scheme  |

***Staff have an individual responsibility to safeguard & promote the welfare of all children; to be an advocate for children's right's, to be listened to & to be safe.***

**The STEP OUT project is part of Donnington Doorstep Family Centre working with Children and Young People at risk of, victims or survivors of child exploitation in Oxfordshire.**

Step Out is a well-respected, grass roots voluntary sector service, experts in working with young people who are at risk of, victims or survivors of Child Exploitation and are part of the wider organisation with over 33 years' experience within our community.

We offer compassionate, holistic support to young people through nurturing and trusting relationships, creating a safe space and providing a flexible approach. We work from the principles of Youth Work methodology and Participatory practice. Our practice is based on a contextualised safeguarding approach, understating that young people are vulnerable to abuse in a range of social contexts and ensuring protection, prevention and support is offered accordingly. We know that young people who are supported emotionally are better placed to thrive and develop new skills and confidence.

Our Approach is based on the following principles:

- Independent of statutory services
- Small case load
- Strengths based/solution focused
- Relationship is key
- Therapeutic and holistic approach
- Long term support if necessary
- Flexible Time taken to build relationship
- Voluntary engagement
- Meet on young person's terms
- Not judging or lecturing
- Sharing power, empowerment of young person
- Experts in their own lives
- Tenacity – We do not give up easily!
- Allow for crisis intervention

### **Background.**

**The Step Out Project team currently provides:**

- One-to-one and Peer support to children and young people up to the age of 25
- Support work with parents and family members
- Preventative work for those 'at risk' of Exploitation
- Youth Ambassadors programme and delivery of the safer together programme
- Support to Survivors focusing on Health, Hope and Healing
- Coordination and facilitation of information sharing, networking and multi- agency working
- Support, resources and training for professionals
- Research and development of models of good practice

**As Step Out Project Worker you will:**

- Provide appropriate emotional and practical support for children and young people in Oxfordshire at risk of, victims or survivors of exploitation, within the framework of Donnington Doorstep's services and support system.
- Identify and deliver strategies to enable diversion from exploitation including prevention work with those at risk and training with other professionals.
- Develop models of partnership working within this area across Oxfordshire and to support the development of good practice and new project work.

### **Role:**

As part of the STEP OUT Project Team you will support the development of the project working alongside children, young people and families at risk of, victims and survivors of child exploration.

You will form supportive relationships with the young people that encourage and enable them to make informed choices about their future. You will support young people to address a variety of issues and identified needs. This will include supporting young people to leave exploitative relationships and through their transition and recovery.

You will be involved in a network of partner agencies across the county, advising on good practice issues related to working with this client group and developing new ways of working.

You will be involved in challenging prejudice and raising awareness of the issues for exploited children and young people by delivering training and providing case consultation to other individuals, groups and professionals.

As an active team member you will be expected to contribute to development of practice and the monitoring and evaluating systems in place and support the development of the project.

### Main Responsibilities

- Delivery of one to one and peer group work to children and young people who are at risk of, victims or survivors or Child Exploitation
- To act as case-worker for exploited children and young people accessing the project, introducing them and familiarising them with the centre and service; meeting them regularly and providing appropriate support and signposting.
- To identify the needs of exploited young people, develop robust support plans (taking account of other plans in place), and to work with young people towards fulfilling those needs.
- To advocate for individual young people, and on behalf of all exploited children and young people.
- To establish, maintain and develop good working relationships with professionals and organisations both statutory and voluntary sector, working in a multi-agency framework.
- To challenge prejudice towards all children and young people who are exploited within the wider community through awareness raising, training and mentoring.
- To advise other professionals of good practice issues related to working with exploited children and young people and those 'at risk', including the development and delivery of training for professionals and case consultations.
- Respond appropriately and effectively to any child protection/safeguarding concerns, within the context of Child Exploitation, adhering to Donnington Doorstep's policies.

### Specific Duties

- To form and maintain professional, supportive, empowering relationships with children and young people at risk, victims and survivors of child exploitation and offer ongoing support, information and advocacy on both a short and long term basis.
- To participate in statutory sector and early help service process inclusive, EHA, TAF, Child Protection and other formal support processes for clients, taking a Lead Professional role when required.
- Linking young people into services and support appropriate to their needs i.e. sexual health services, education and training, volunteering, positive activities, counselling.
- Consulting with children and young people on the effectiveness of the services and involving them in planning changes and the development of new programmes.
- To take responsibility for managing own caseload and project development, using personal initiative and making day-to-day decisions.
- To maintain good professional practice and ensure ongoing development, through use of clinical and management supervision and training.
- To be committed to working within a small team in a supportive and constructive way.
- To adhere to policies and procedures including equal opportunities.
- To advise other professionals of good practice issues related to working with exploited young people and those 'at risk'.
- To act as one of the key project contacts for local professional, agencies and networks.

- To play a key role in the development of the STEP OUT project.
- To participate in the research, development, monitoring and evaluation undertaken by the organisation.
- To have a flexible approach to working hours as this post will involve some unsociable hours including, evening and weekend work.
- To attend regular supervision and team meetings.
- To promote the project and maintain good public relations on behalf of the organisation

NB This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to an enhanced criminal records check by the DBS.

This post is subject to funding being secured and maintained beyond August 2020

We will interview people who can show on their application form that they meet the “Essential” Qualities in the Person Specification. Where we have a number of suitable candidates we will use the “desirable” qualities to shortlist. We will use the interview and assessment process to explore this further and to establish how candidates meet the competencies as well as organisational fit.

**PERSON SPECIFICATION PROJECT WORKER**

| REQUIREMENT  | ESSENTIAL / DESIRABLE   |
|--|---|
| <p><b>1. Knowledge / Qualifications</b><br/> <b>Working knowledge of issues faced by young people in general and specifically in relation to exploitation and abuse.</b></p> <p>Social Work qualification, or JNC in Youth Work, or therapeutic qualification</p> <p>Knowledge of local networks and the different communities in the Oxford area.</p> <p>Knowledge +/-or qualification in Protective Behaviours, Attachment, Trauma</p>   | <p><b>Essential</b></p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>                                |
| <p><b>2. Experience</b><br/> <b>Direct experience of working with vulnerable young people.</b></p> <p><b>Direct experience of managing case load and case work process</b></p> <p>Experience of direct working with issues of child sexual exploitation</p> <p>Experience of involving service users in planning / designing / implementing services.</p> <p><b>Experience of safeguarding practice and working within child protection and information sharing protocols.</b></p> <p><b>Experience of working within a multi disciplinary / multi agency framework.</b></p> | <p><b>Essential</b></p> <p><b>Essential</b></p> <p>Desirable</p> <p>Desirable</p> <p><b>Essential</b></p> |

|   |                  |
|---|------------------|
| Experience of practice-based risk assessment within direct service provision  | Desirable        |
| Experience of delivering preventative programmes  | Desirable        |
| Experience of applying for project funding  | Desirable        |
| Track record of delivering 'single gender' work with and for Boys and Young Men   | Desirable        |
| <b>3. Skills</b>  |                  |
| <b>IT, internet and social media literate</b>   | <b>Essential</b> |
| <b>Recording and maintaining case work files</b>  | <b>Essential</b> |
| <b>Ability to produce written reports of an appropriate standard for networks and funders</b>   | <b>Essential</b> |
| <b>Ability to deliver presentations and training to a range of audiences</b>  | <b>Essential</b> |
| <b>Ability to dynamically risk assess, keeping self and others safe</b>   | <b>Essential</b> |
| <b>Using a range of tools to work 1-2-1 with young people</b>   | <b>Essential</b> |
| Mediation skills  | Desirable        |
| Additional languages in addition to English   | Desirable        |
| <b>4. Circumstances</b>   |                  |
| <b>Ability to travel to a variety of locations across Oxfordshire</b>   | <b>Essential</b> |
| <b>Willing to undertake required professional training in line with industry standards (this may necessitate a personal time commitment)</b>  | <b>Essential</b> |
| <b>Able to work some unsociable hours (evenings and occasional weekends) whilst maintaining life/work balance.</b>  | <b>Essential</b> |
| <b>5. Values</b>  |                  |
| <b>Be able to show an understanding of and commitment to, the promotion of service delivery in an Equal Opportunities framework, including anti-racist and anti-discriminatory professional practice.</b> | <b>Essential</b> |
| <b>A commitment to safeguard &amp; promote the welfare of all children; to be an advocate for children's right to play, to be listened to &amp; to be safe</b>  | <b>Essential</b> |
| <b>To be comfortable with the Doorstep working environment, ethos and approach</b>  | <b>Essential</b> |

**COMPETENCIES**

|   |   |
|---|---|
| <p><b>Communication</b><br/>The ability to interact and communicate effectively with a range of audiences, both at a written and spoken level.</p> <ul style="list-style-type: none"> <li>• Speaks clearly, confidently and concisely</li> <li>• Listens without interrupting</li> <li>• Uses appropriate body language and tone of voice</li> <li>• Adapts style (written &amp; spoken) to suit audience</li> <li>• Avoids jargon</li> <li>• Presents information in a way that others can understand</li> <li>• Is able to produce written reports to an appropriately professional standard</li> </ul> | <p><b>Results</b><br/>The ability to put in the necessary effort to achieve results and remain focused during testing periods.</p> <ul style="list-style-type: none"> <li>• Able to act on own initiative</li> <li>• Meet agreed deadlines</li> <li>• Organise own workload, with minimal direction</li> <li>• Recognises what needs to be done &amp; does it</li> <li>• Remains motivated and focused despite setbacks or distractions</li> <li>• Puts in extra effort, when necessary</li> </ul>  |
| <p><b>Problem Solving &amp; Decision Making</b><br/>Ability to analyse and resolve problems in a timely and appropriate manner.</p> <ul style="list-style-type: none"> <li>• Explores the issue from a number of angles</li> <li>• Digs beneath the surface to identify the real issue</li> <li>• Reflects on own practice</li> <li>• Work with ambiguity</li> <li>• Avoids getting bogged down in detail</li> <li>• Makes timely and appropriate decisions</li> <li>• Recognises the wider impact of decisions</li> <li>• Where appropriate, involves those who are effected by decisions</li> </ul>     | <p><b>Effective Relationships</b><br/>Ability to form supportive, empowering relationships with others, including young people.</p> <ul style="list-style-type: none"> <li>• Treats people with respect</li> <li>• Warm, friendly and approachable manner</li> <li>• Builds on common values/purpose</li> <li>• Shows empathy</li> <li>• Demonstrates confidence in others' abilities</li> <li>• Avoids creating dependency</li> <li>• Manages conflicts when needed</li> <li>• Actively seeks ways to work with others</li> <li>• Works collectively to achieve goals</li> </ul> |