

**Job Title** Family Respect Project Officer

**Responsible to:** Family Respect Project Manager

**Working Relationships:** Respect, Police and Crime Commission, Home office, Stakeholders including; Locality Teams, Statutory services, Voluntary Sector service providers

### **Job Purpose**

- To Support the Family Respect Project, delivering a range of Individual & Group interventions, designed to address/reduce risk of youth domestic abuse. This includes (but may not limited to) delivery therapeutic interventions with young people, with young people workshops within schools/colleges/other settings, identifying whole family approaches with Parent & siblings, with the support of sessional workers.
- We anticipate that most referrals will come from the police and they with the support of a specialist team Assess and triaging referrals received for the Family Respect Project. The post holder will be required to hold a caseload of those referrals eligible for support
- Provide support to the Family Respect Project Manager, to help ensure the smooth operational running of the service in line with project and organisation policy and procedure. The post holder will be expected to attend some meetings with multi agencies. This will include duties including programme arrangements, venue planning, liaison between stakeholders, facilitators, and client, as well as administrative duties such as maintaining an accurate and complete a database that will be shared and monitored by our partner Respect.

### **Main Tasks**

- To support on the delivery of structured/ semi-structured interventions using a variety of evidence-based tools, within a supportive and organised approach.
- To use a variety of delivery methods such as 1:1 individual work and group work, across both education and community settings.
- To use/ or work alongside a variety of assessments including CORE Assessment tools and/or Outcomes-based assessments (Rickter) where appropriate.
- To undertake administrative and clerical duties (such as record keeping, database management, arranging appointments and liaising with Stakeholders and clients) in order to support the Family Respect Project Manager in the operational running of the Project.
- To screen and triage referrals received by the service, including the use of Telephone Consultations with stakeholders and clients (paying particular attention to issues of risk and safeguarding).

- To be a key point of contact for stakeholders, sessional workers, counsellors and clients in the setting up and arranging of individual/ group work interventions and therapies.
- To adhere to the Local Safeguarding Board and YMCA policies for child protection ensuring that child welfare is paramount at all times, liaising with the Service Manager, YMCA safeguarding Lead and Safeguarding Representatives from our various Stakeholders regarding any concerns over child protection.  
To work within YMCA policies and procedures, with particular regard to health and safety, equal opportunities, diversity, protection from abuse, data protection and information sharing.
- To maintain a robust and timely level of reporting and monitoring, utilising Respect Project tools and templates.
- To enable service users to participate in the design, delivery and continuing development of the YMCA Family Respect Project.
- To participate in reviews of practice and procedure and implement any changes agreed, working within the agreed Respect and YMCA quality framework.
- To keep up to date with evidence based knowledge, skills and current legislation in Domestic abuse.

### **Other Tasks**

- To carry out other tasks within the post holder's capabilities as directed by your line manager
- A commitment to Safeguarding and promoting the welfare of children, young people and adults at risk
- A commitment to the Data Protection Regulations and relevant policies and procedures
- To support YMCA Trinity Group to implement quality and continuous improvement through the implementation of quality assurance systems relevant to the organisation and your delivery area
- Undertake core and relevant training to enhance personal and professional development
- To work within YMCA Trinity Group policies and procedures, with regard to health and safety, equality, diversity & inclusion, safeguarding, data protection and confidentiality
- Understand personal responsibility under the Health & Safety at Work Act 1974 including fire safety
- Supportive of the Mission, Vision and Values of YMCA Trinity Group

### PERSON SPECIFICATION

| <b>Knowledge</b>                                                                                                                                                                                | <b>Essential</b> | <b>Desirable</b> | <b>Method of Assessment</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|-----------------------------|
| A good understanding of the safeguarding agenda (particularly in relation to domestic abuse) and the wider statutory/non-statutory systems the support victims and survivors of domestic abuse. | ✓                |                  | Application & interview     |
| <b>Qualifications</b>                                                                                                                                                                           |                  |                  |                             |
| Relevant qualification at Level Three or above                                                                                                                                                  | ✓                |                  | Application                 |
| Completion of the LSCB Domestic Abuse Workshops                                                                                                                                                 | ✓                |                  | Application                 |
| A recognised certificate in Child Sexual Exploitation Awareness training.                                                                                                                       | ✓                |                  | Application                 |
| A recognised certificate in Female Genital Mutilation Awareness training.                                                                                                                       | ✓                |                  | Application                 |
| <b>Experience</b>                                                                                                                                                                               |                  |                  |                             |
| Experience of working with young people with complex needs at tier 2 of the vulnerability matrix                                                                                                | ✓                |                  | Application & interview     |
| Experience in developing individual support plans for clients, which look to overcome a variety of complex needs                                                                                | ✓                |                  | Interview                   |
| Experience of roles and responsibilities that involve the safeguarding and well-being of those who experience/are at risk of domestic abuse.                                                    | ✓                |                  | Application & interview     |
| Experience in delivering structured/ semi-structured, evidenced-based group work programmes.                                                                                                    | ✓                |                  | Interview                   |
| Experience of using CBT or Resource Based Therapy including Motivational Interviewing, Positive Psychology and Brief Solution Focused Therapy                                                   |                  | ✓                | Interview                   |
| Experience of working in a multi-agency setting                                                                                                                                                 | ✓                |                  | Provide examples            |

| <b>Skills &amp; Abilities</b>                                                         | Essential | Desirable | Method of Assessment    |
|---------------------------------------------------------------------------------------|-----------|-----------|-------------------------|
| Ability to communicate using additional languages and methods                         | ✓         |           | Application & interview |
| Understands the principle, and knows the limits of confidentiality                    | ✓         |           | Application & interview |
| Ability to assess and manage risk                                                     | ✓         |           | Application & interview |
| Good organisational skills                                                            | ✓         |           | Application & interview |
| Computer literate and confident in using software including databases                 |           | ✓         | Application             |
| Good written and verbal communication skills                                          | ✓         |           | Application & interview |
| <b>Personal Qualities</b>                                                             |           |           |                         |
| A current driving licence and access to a car for work                                | ✓         |           | Application             |
| Able to work well with a team and individually                                        | ✓         |           | Application & interview |
| Ability to work flexibly, including school based hours and some weekends and evenings | ✓         |           | Application & interview |
| Commitment to professional development                                                | ✓         |           | Application             |
| Supportive of the Mission, Vision and Values of YMCA Trinity Group                    | ✓         |           | Application & interview |
| High levels of honesty, integrity and discretion                                      | ✓         |           | Application & interview |