



Job Title	CYP Well-being Support Worker
Accountable to	Service Manager
Line Manager	Service Manager
Line Management Responsibilities	None
Salary	£11per hour
Location	Park Lane Centre, Park Lane, Woodside, Telford
Hours	9 hours per week - Evening / weekend
Contract	12 months with possibility of extension

Further information in the Summary Terms and Conditions.

Job Overview

You will be required to work within our new drop in based at Park Lane Centre, Woodside. You will plan, run, monitor and be responsible for our Children and young people's weekly wellbeing drop in sessions.

You will provide fun creative activities whilst working with CYP to help them get support, referring them to VCSE, community groups, activity clubs, statutory services such as CAMHS.

The Emotional Health and Wellbeing Hub is a safe space for children and young people aged 6-16 years old, to drop in for Mental Health information, advice and low-level support (listening service) and guidance to access other services.

Job Description

Key Responsibilities

- Plan, coordinate and deliver our well-being drop in up to 2 times a week
- Be responsible for the smooth running of the drop in
- Be responsible for and initiating fun creative activities in the drop in
- Find and map local services, ensure the drop in has relevant flyers and leaflets for local services.
- Support to engage with appropriate specialist support or advice services.
- Signpost to other community groups and activities
- Complete referrals to services where required.
- Support to develop more confidence and greater ability to gain choice, control and responsibility.
- Provide low level one-to-one listening to CYP
- Keep accurate and appropriate service user records
- Gather and record progress and outcomes with individuals using the agreed outcome measurement tools/ database.
- Complete relevant organisational paperwork
- To apply safeguarding and child protection procedures at all times
- Support CYP, parent / carers by telephone, face to face or email.
- Ability to maintain confidentiality at all times
- To be able to actively listen without prejudice
- Enable CYP accessing our services to voice their needs and opinions.
- To produce reports when required by the service manager
- Help to recruit and retain volunteers

The above is not an exhaustive list and in addition to the above duties, you may be required to perform other duties as the needs of our business change. We reserve the right to amend the above duties as deemed necessary for the needs of the business.



Person Specification	Essential / Desirable
Education / Training	
Counselling Level 3	D
Evidence of a solid general education and GCSE English Language passed at A* - C / 9-4	E
Numerate	E
Ability to use Microsoft office applications	E
Counselling skills	D
SEND Training	D
Experience	
Demonstrable experience of successfully working in and knowledge of services for Children Young people and families	E
Experience in working with children and young people who have mental health, disability / additional need.	E
Experience of working within a team in a demanding environment	E
Experience of advocating on behalf of children and young people on an individual and/ or group basis.	D
Ability to work independently and as part of a team and be able to plan, run, monitor wellbeing drop in sessions.	D
Skills, abilities and knowledge	
Excellent communication skills both verbal and written and the ability to work with a variety of audiences.	E
Understanding of developing and delivering mental health services	E
Good negotiating and advocacy skills	E
Knowledge of SEND, Mental Health and Learning Disabilities	E
Working knowledge of children's safeguarding	
Ability to work on own initiative, work well under pressure, prioritise work and manage time effectively either as part of a team or when lone working	E
Friendly, approachable, caring, non-judgemental, organised, flexible, resourceful	E

I acknowledge that I have read and understood the above job description	
Signed: By the employee	Date:
Signed: Line Manager	Date:

Please complete the application form, equality and diversity form along with a CV. Please email your application to info@challengingperceptions.co.uk

Closing Date: Midnight 24th September 2024



Application form

Data protection: All data is stored in line with our data protection policy. Information is requested and stored due to safeguarding.

Office use only	
Date Received	
Shortlisted	
Date of informal interview	
Outcome	
DBS	

1. Position applied for:

Role Title:

Closing Date:

2. Your Details

Surname Name:	
Forename (s):	
Full Home Address:	
Post Code:	
Mobile number:	
Email address:	
National Insurance Number:	
Please indicate your preferred method of contact.	



Are you eligible to work in the UK?	Yes / No
Are you related to an employee or board member of Challenging Perceptions	Yes / No
Details of any endorsements / awards (if non, please insert "N/A")	

3. Education

School / College / University	Qualification
Professional Qualifications	



5. Hobbies, experience and interests

6. Your Skills and Abilities

What skills or abilities do you have which you think would be useful in this post? Please provide brief details.



CHALLENGING PERCEPTIONS

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7. References

Please give details of two references. We will only contact references from successful applicants. References from family and friends are not acceptable.

	1 st Referee	2 nd Referee
Name:		
Position (if applicable):		
Company (if applicable):		
Email:		
Telephone Number:		
Relationship?		

8. Criminal Record

Please provide details of any criminal convictions, except any which are 'spent' in accordance with the Rehabilitation of Offenders Act 1974
If none please state 'none'

9. Declaration

I confirm that the above information supplied by me is a true, accurate and factual representation. I also declare that any CV submitted with this application is also a true, accurate and factual representation.

I understand that if I have lied or mislead you in any way, any offer of employment will be withdrawn or my employment terminated.

I am aware the details provided will be held in confidence by the Company to enable them to assess the application and to help monitor their recruitment and selection process in compliance with current Data Protection legislation.

Signature	
Date	



General Data Protection Regulations – Consent Form for Job Applicants

We are required to collect and hold data about all applicants to enable the company to process all job applications. GDPR places a further (and new) obligation on employers to inform all applicants, in more detail why we collect data, what we do with it, and how long we expect to retain it.

In order to process your application, we must obtain your informed consent about the data that we may hold about you. We are not planning to transfer your data outside the EEA.

We are required to hold personal and special data (ethnic monitoring data) about you in order to process your employment application. The types of data, reason for holding the data and duration that the data is stored can be found below.

	Type of data	Why we wish to hold it	How long it will be kept for
1	Recruitment data Previous employers Types of job held at other companies Previous salaries Skills and qualifications obtained Criminal record (delete as applicable)	This will allow us to make a decision on your suitability for employment/engagement	Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months if an offer of employment is made a more comprehensive GDPR data processing form will be issued
2	Ethnic monitoring data Data relating to your racial origin, religion, gender, sexual orientation, etc that are classed as protected characteristics under the Equality Act 2010	We use this data to understand the ethnic make- up of our workforce and job applicants and it allows us to inform our recruitment process if we believe we do not have the correct diversity	This data will be kept for the duration of this round of applications and will be anonymised and stored for 4 years afterwards.

Agreement to use my data

I hereby freely give my prospective employer consent to use and process my personal data relating to my job application (examples of which are listed above).

In giving my consent:

I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).

I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.

I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed. In this instance I understand that I must provide details as to why I believe that the data being held is incorrect or being held unlawfully.

I understand that if I am unsuccessful with my application my data will be destroyed after 6 months.

Applicant Name (Print):

Signature:

Date:



<p>Return this form to:</p>	<p>Email: FAO Carl Bailey info@challengingperceptions.co.uk</p> <p>Or Post to:</p> <p>FAO Carl Bailey Challenging Perceptions Park Lane Centre Park Lane Woodside Telford TF75QZ</p>
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Challenging Perceptions

Self-Declaration Form

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance.

Part one

<i>For completion by the applicant:</i>	
Name	
Address and Postcode	
Telephone number	
Date of birth	
Gender	Male / Female

Part Two

NOTE:

If the role you have applied for involves regular contact with, or responsibility for children, young people or vulnerable adults will also be required to provide a valid DBS (Disclosure and Barring Service) certificate.

<i>For completion by the applicant (named in Part One):</i>	
Have you ever been known to any services as being a risk or potential risk to children, young people or vulnerable adults.	Yes / No <i>(If Yes, please provide further information below):</i>
Have you been the subject of any disciplinary investigation and / or sanction by any organization due to concerns about your behaviour towards children, young people or vulnerable adults.	Yes / No <i>(If Yes, please provide further information below):</i>
Confirmation of Declaration <i>(tick box below)</i>	

	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn, or dismissal may result, if information is not disclosed by me and subsequently come to the organisations attention.
	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organization clarifying any information provided on the disclosure with the agencies providing it.
	I agree to inform the organization within 24 hours if I am subsequently investigated by any agency of organisation in relation to concerns about my behaviour towards children or young people.
	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children, young people and vulnerable adults.
Signature:	
Print Name:	
Date:	

For completion by Challenging Perceptions:	
<i>Identification (tick box below):</i>	
<input type="checkbox"/>	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.
<i>Either</i>	
UK Passport Number and Issuing Office	
UK Driving License Number (<i>with picture</i>)	
<i>PLUS</i>	
National Insurance Card or current work permit number	
Signature of Chair of trustees:	
Print Name:	
Date:	