

Job Description

Project Worker

Kinship Care and Looked After at Home Project Conflict Resolution Services

Funded by BBC Children in Need

For almost 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has served those on the edge; working with the homeless and vulnerable to transform their lives by beginning with their story, helping them believe that they can change their lives, and walking with them as they lead their own transformation.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality by our Mission to support people excluded from family, home, work or community on their life journey.

Cyrenians has around 120 employees and twice as many regular volunteers spread across three service groups: Early Intervention, Progression and Social Enterprise.

Cyrenians is currently based across four local authority areas; Edinburgh, West Lothian, East Lothian and Falkirk. Our head office is based in Edinburgh, with smaller offices in the other areas. Our Scottish Centre for Conflict Resolution is based in Edinburgh and is a national initiative working across Scotland.

1 General

Cyrenians Conflict Resolution Services provide Mediation and Support in Edinburgh, East Lothian and West Lothian for families and young people, and landlords and tenants.

Through a combination of formal mediation, focused one-to-one work, advice and signposting we aim to prevent relationship breakdown that may lead to homelessness. We also deliver tailored Conflict Resolution Workshops in line with Curriculum for Excellence to young people in schools and youth group settings. We work with those involved so that when arguments and conflict occur, people have the skills and confidence to manage them assertively and make positive steps forward.

Our Kinship Care and Looked After at Home Project works with young people (14 -16) and their families where conflict and relationship difficulties are; decreasing the young person's life chances, adding to the risk of the young person becoming accommodated or where placements are at risk of breaking down. The project follows a similar model to the other conflict resolution

services but with a higher intensity support required for the families. The outcomes we are working towards include; improving relationships, increasing confidence in communication and reduction in conflict / arguments at home.

2 Tasks and Responsibilities

Offer person centred support to young people and their families who are experiencing conflict in line with CRS procedures.

You will work mainly on the Kinship Care and Looked After at Home Project but there will be requirement to work across other conflict resolution services in Edinburgh if required.

- Identify support needs for the clients through referral process and initial meetings
- Provide 1:1 sessions, signposting and support for the mediation process
- Review support needs on a monthly basis with clients to ensure that the support is tailored to their needs
- Liaise with the mediator to ensure that young people and their families are adequately prepared for their mediation meeting and that they are all fully supported before, during and after their mediation meeting.

Reporting, Monitoring and Evaluation

- Monitor clients, case load and outcomes in line with Conflict Resolution KPI's and service plans
- Ensure all client paperwork is completed and passed to admin in accordance with guidelines, to ensure that all information for reporting is accurate.
- Update Outcome Star on a monthly basis, to include any new clients and update support plans.
- Participate in a 6-weekly review of the service plan project tasks in S&S to inform and monitor project activities.

Raise awareness of the Mediation Service across social work teams and other relevant agencies across the City of Edinburgh

- Using the evidence gained through monitoring and evaluation demonstrate the difference we are making to interested stakeholders
- Write reports and case studies as required by the Service Manager
- Participate and assist with a range of promotional events, learning seminars and conferences as per the requirements of the service.

Other Duties

- To carry out all duties in accordance with Edinburgh Cyrenians policies and procedures, vision and values.
- Engagement in the Charity's performance review system and planning process to continuously improve professional and personal development

- To undertake any other duties that may reasonably be expected to fulfill the role

3 Person Specification

Knowledge and experience

Experience of working with families and young people particularly those who have multiple and complex needs and experience insecure attachments in relationships as a result of trauma in their early years.	Essential
Experience of working with young people who are Looked After or Accommodated or if you are an expert through lived experience.	Essential
Good understanding of the causes and consequences of the impact of homelessness.	Essential
Experience of maintaining monitoring and evaluation systems	Desirable

Training and Qualifications

Relevant qualification or training in one of the following: Conflict resolution; anger management; family support, key work model; mediation.	Desirable
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Values and attributes

Conscientious and hard working	Essential
Committed to learning and developing new knowledge and skills	Essential
Positive thinker and creative problem solver	Essential
Able to respond quickly to emerging situations	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Able to cope with stress and be supportive of colleagues	Essential
Interest in and commitment to vulnerable young people and their families	Essential
Ability to work autonomously within Charity's systems and ethos	Essential

4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via the Chief Executive of Cyrenians)
<u>Line Manager:</u>	Senior Personal Advisor, Conflict Resolution Services

<u>Liaison with:</u>	Conflict Resolution Teams
<u>Workplace:</u>	Edinburgh
<u>Working Hours:</u>	26.5 hours per week
<u>Annual Leave</u>	25 days plus 10 public holidays (pro rata)
<u>Salary:</u>	SCP 20-24: £20,291 - £22,689 per annum pro rata. This equates to a pro rata salary of £14,532 for a 26.5 hour week at SCP20.
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 1% employee and 1% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)
<u>Funding:</u>	Initially funded to 30 June 2018
<u>Disclosure:</u>	PVG scheme membership required

6 Application deadline and Interview dates

<u>Closing date:</u>	Monday 26th June 2017 at 12 noon
<u>Interview date:</u>	Tuesday 4 th July 2017
<u>Stage 2 date:</u>	TBC July 2017

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.