

Information for applicants

Job Title:	Key Worker
Salary:	£26,000 per year (If full time)
Location:	Carney's Community Centre, 30 Petworth St , Battersea, SW11 4QW, plus some work within the local community of Battersea.
Responsible to:	Senior Key Worker
Responsible for:	Caseload of participants for Key Work
Contract:	This is a 1 year contract subject to a 3 month probationary period.
Hours:	Part Time or Full Time (15 – 37.5 hours) available usually Monday to Friday, with some evening and weekend flexibility required.
DBS:	This post is subject to a satisfactory DBS check
To apply:	Email your CV and application form to hannah.tulloch@carneyscommunity.org

Role Overview

Your role will be to provide intensive individual support and mentoring to a caseload of participants, primarily aged 11-17 and at risk of offending or re-offending. You will encourage and support them to participate in activities at Carney's Community and to access external services and support they may need to help them reach their full potential.

You will be part of the staff team at Carney's Community and work closely with the Senior Key Worker. You will develop effective one-to-one working relationships with the participants in your caseload, their families/carers and other statutory or support services they are already connected with. You will create a personal development plan with the participants to identify their goals and barriers to achieving them and support them to work towards these goals and overcome barriers. Keeping in regular contact with the participants, you will encourage them to take part in positive constructive activities, in particular those taking place at our centre. You will support and advocate for the young person at meetings with statutory services including schools, youth justice services and social services. You will regularly review each participant's progress, recording this on our online monitoring system.

About Us

Carney's Community is a charity that exists to support vulnerable and excluded young people in and around Wandsworth, enabling them to reach their full potential. We work with young people who face poverty, are in the care system, families misusing substances, domestic abuse, those impacted by trauma and many who have been excluded from school or involved in the criminal justice system. Carney's works differently by providing long term consistent support, unlike much statutory provision. We provide a safe space and engage young people in positive activities including boxing, skills workshops, social activities, mentoring and one to one intensive key work. All of which offers long-term, unprejudiced, unconditional support with empathy.

We aim to build the self-discipline, self-esteem, confidence and employability of young people, as we believe this is key to reducing offending and anti-social behaviour and enabling disadvantaged young people to reach their full potential. By focusing on strengths and learning from each other, our young people can improve not only their future opportunities, but also those of their local communities.

Duties and responsibilities

Individual work with participants

- Develop effective one-to-one working relationships with an identified group of at risk participants, their families/carers and provide intensive, individual support and mentoring. This may involve outreach and a range of other youth work strategies to engage the interest of young people and their families.
- Work with each participant through their Personal Development Plans to identify barriers to their achievement and personal development and set individual goals to support learning or personal development targets and action plans, monitor reviews and celebrate progress towards these targets.
- Keep in regular contact with the identified participants, through arranged appointments and informally, and provide ongoing advice, practical support and encouragement to enable them to participate in positive and constructive activities and a range of informal learning and personal development opportunities.
- Research and provide participants with basic information on the range of learning, training and career options and support services available to them, referring to specialists where necessary.
- Support participants as they move between school and college/employer-based placements; oversee the off-site learning for those at risk of dropping out or under achieving; be a source of support over issues that arise from participants learning outside mainstream education.

- Work holistically and in partnership with other agencies/support services e.g. education providers, health and specialist services, Youth Justice Service, probation and voluntary groups.
- Advocate for young people at meetings with statutory services and other organisations the young people are connected with.
- Take appropriate actions to negotiate and advocate with and for the participants to overcome barriers and achieve individual goals.
- Carry out home visits and provide information and advice to the families of the identified participants.
- Maintain accurate, up to date records of case work, monitor participant's progress and outcomes and supply information to relevant partners, and to Carney's online monitoring system.

General duties

- Attend regular supervision and team meetings as agreed with line manager.
- Carry out all duties in accordance with Carney's Community's Equal Opportunities policy, actively promoting equality and seeking to prevent and overcome disadvantage and discrimination.
- Use information technology to research information, produce reports and correspondence, keep statistics, and oversee all administrative arrangements required.
- Ensure that legislation relating to the health safety and protection of young people, staff and the general public is complied with at all times.
- Maintain appropriate boundaries and confidentiality with participants, staff and volunteers.
- Attend training events and undertake other professional development.
- To also be fully aware of the principles of safeguarding as they apply to children and adults in relation to your work role.
- To ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding.
- Perform other duties as assigned by your line manager from time to time.

Person Specification

Essential

- A-Level Qualifications or equivalent [or a significant level of appropriate experience in lieu of qualifications]
- At least one year's experience working directly with young people facing disadvantage or at risk of offending within an urban setting.
- A strong understanding of barriers facing young people, in particular those facing greater disadvantage.

- The ability to empathise with young people, good diplomacy, professionalism, boundaries and sound judgement.
- An excellent understanding of safeguarding theory and practice.
- Good IT skills, including using emails, word, excel.
- Good time management skills and an ability to prioritise a varied workload.
- An ability to work unsupervised, with a high level of initiative.
- A track record of being punctual and reliable.
- Proven ability to be compassionately present for young people with complex needs.
- Evidenced flexibility and the dexterity to work as part of a team.

Desirable

- **Experience of working with young people at risk of offending or re-offending.**
- Qualifications in youth and community work, social work or a similar relevant field.
- Knowledge of both health and safety and first aid. (Training in current regulations and practice will be offered to the successful applicant).
- **Experience using online monitoring systems.**