



## Job Description

### Building Bridges Support Worker

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<b>Job Title:</b>	Building Bridges Support Worker
<b>Salary Grade:</b>	Community First scale point 440 to 460
<b>Hours:</b>	36.5 per week, flexible working hours includes evening and weekends
<b>Location:</b>	Office in Devizes programme delivery throughout Wiltshire
<b>Supervisor:</b>	Head of Youth Action Wiltshire
<b>Contract</b>	Fixed until 30 <sup>th</sup> September 2019

### Job Purpose

To support young people in Wiltshire referred onto the Building Bridges programme who are NEET or in significant danger of becoming NEET aged 15-21 years and help them progress into education, training and employment.

### Funding

This role is fully funded by the Big Lottery Fund and European Social Fund as part of the Building Better Opportunities programme and will be solely employed on the programme delivery.

### Main Responsibilities

#### Purpose

- 1) Organise and manage a range of provision through the Building Bridges programme to inspire and engage participants, including accredited learning and weekend, evening and residential development activities.
- 2) Ensure that all activity complies with health & safety regulations and Community First procedures
- 3) Support a referral system with partners across the county, working with designated leads within partner organisations
- 4) Ensure participants documentation and progress is entered onto the Management Information System for the programme

- 5) Work with the young person to develop a progression plan and ensure all programme eligibility checks and paper work are completed
  - 6) Provide practical one to one support which addresses identified individual targets set with young people and lead group work as required.
  - 7) Provide and arrange transport to activities and training sessions for young people participating in the project
  - 8) Where appropriate work with parents and carers to encourage their involvement to support young people
  - 9) Maintain detailed records as specified by the Head of Youth Action Wiltshire and submit reports and information as required including case studies and digital media such as photographs and videos.
- 10) Promote and market the Building Bridges to partners, referral agencies and young people as appropriate

### **Criminal Records Bureau Disclosure**

The nature of the work requires that the post-holder has undergone checks by the Criminal Records Bureau (enhanced DBS check) and has the enhanced level of Disclosure and provides Community First with two written references.

### **General Duties**

The post-holder will contribute to achieving the overall mission of Community First

- Budget holders assume financial responsibility for own operational budget.
- Participate in the team working approach of Community First
- Take responsibility for her / his own development, inform the line manager of any development needs and take part in prescribed development activities.
- Work within the agreed policies and procedures of Community First.
- Carry out such other general duties as shall be determined by the Chief Executive. Support other members of staff as required by the workload and by absences due to leave, sickness etc.
- Ensure that office security is maintained and confidences are not breached.
- Promote an alert approach to Health and Safety at Work matters and abide by the organisations Child Protection and Protection of Vulnerable Adults Policy at all time



Community First is committed to Equal Opportunities and the post holder is expected to be familiar with the Equal Opportunities Policy and to complete his or her duties in a manner consistent with this policy.

This job description does not form part of the contract of employment but indicates how the contract should be performed. The job description will be subject to review and amendment in the light of experience and in consultation with the post as part of the annual appraisal process. The responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.