

# Role Specification

## Sexual Health and Safeguarding Co-Ordinator

<b>Reports to:</b>	Head of Youth Work
<b>Hours:</b>	20 negotiable including evenings and Saturdays
<b>Salary:</b>	£32,000 pro rata

### Overall Purpose of the role

Reporting into the Head of Youth Work this is a senior role within the organisation supporting the safeguarding function of Wolverhampton Youth Zone, The Way particularly around sexual health including providing training and support directly to the young people and to staff.

Working to coordinate Safeguarding concerns and referrals including liaising with parents, carers, Social Care, education, health and the police. Ensuring that all staff are appropriately trained and confident to recognize and report safeguarding and to represent Wolverhampton Youth Zone at external multi-agency meetings.

### Key responsibilities

- To create an empowering, non-judgemental, positive and welcoming atmosphere within The Way, emphasising self-determination and assisting young people to make positive plans and decisions.
- Deliver training to staff and to young people including safeguarding, sexual health information, contraception and safety on-line. To ensure that messaging enhances self-esteem and reduce risk-taking behaviours.
- To ensure that those young people who are more likely to be at risk (including those from BAME communities, SEND young people and those who are or may be LGBTQ) have adequate and appropriate support.
- To have a presence on Universal sessions and maximise opportunities for engaging young people in conversations around their emotional and sexual wellbeing.
- To work with the on-site sexual health nurse to ensure that young people can easily access condoms, STI testing and contraception.
- Undertake brief interventions where necessary promoting the Youth Zones holistic approach that sees the individual's health and wellbeing, emotional, physical, sexual, mental and social needs are met including offering support around sexual health, substance misuse, healthy eating and mental health.
- Work within The Youth Zones internal pathways to refer young people to the appropriate professional team member or external service
- Where appropriate, work with Multi Agency Teams to assist social workers and the police to fulfil their statutory obligations to children in need of help or protection

- Monitor and evaluate work as required, keeping secure written and statistical records of work undertaken and providing reports as required
- Represent Wolverhampton Youth Zone at external events and meetings as required
- Support the recruitment, training and retention of volunteers
- To establish and maintain rapport and respectful and trusting relationships with young people, parents, carers and other professionals whilst providing 'persistent and challenging support'
- To ensure a healthy and safe working environment for staff and young people
- To work to all Wolverhampton Youth Zones policies and procedures including safeguarding, data protection and health and safety.
- To support the wider needs of the organisation including fundraising and ensuring that The Way is a fun and safe place for young people to be.

**NB:** This job description identifies the key responsibilities and requirements. It is not an exhaustive list of tasks that need to be completed. Wolverhampton Youth Zone reserves the right to amend the job description as the role develops with the organisation.



# Person Specification

Successful applicants will be able to demonstrate they meet the following criteria.

## Experience

- Demonstrable experience of working with groups of vulnerable young people
- Experience of the issues affecting young people, particularly vulnerable or excluded groups
- Experience of working within sexual health and extensive experience of safeguarding

## Skills and Abilities

- Excellent communication skills, especially with young people and excluded groups
- Ability to network and build sustainable working partnerships with other agencies and key stakeholders
- Ability to organise own workload and work without direct supervision
- Able to juggle competing priorities and remain calm when dealing with issues that can be distressing.

## Knowledge

- Extensive knowledge of the issues affecting young people including sexual health, mental health, substance misuse, eating disorders, impact of social media
- Understands the importance of maintaining Wolverhampton Youth Zone's confidentiality policy for young people and the legal provisions in the Data Protection Act
- Has knowledge of social and situational factors influencing young people's wellbeing
- Knowledge and understanding of the law, guidance and safeguarding issues relating to advice and treatment offered to under-16s
- Understands the principles of equality and diversity

## Education and training

- Educated to GCSE level (minimum 5 passes) or equivalent
- Minimum Level 4 Safeguarding trained
- Has a 'train the trainer' qualification or similar with evidence of experience in face-to-face professional delivery

## Other requirements

- Committed to working in an anti-oppressive way and striving to create equal opportunities for young people
- Ability to be flexible in terms of working hours, including regular evenings and Saturdays

