



**Title:** Children and young people outreach specialist

**Responsible to:** Head of Outreach

**Salary:** £25,290 - £28,464 depending on skills and experience

**Location:** Hybrid. Covering Lanarkshire/Ayrshire/South West Scotland. Home-based with some travel to Edinburgh head office required.

**Status:** Full time (35 hours) with a potential requirement for infrequent weekend/evening work

**Supervisory responsibilities:** None

For over twenty years we have been making a huge difference to the lives of neurodivergent children, young people, and their families. Our goal is to become a world-leading centre bringing practical help, research, and education together to address the impact of neurodiversity.

Research has always been central to our vision for a world leading centre of excellence. Neurodiversity knows no boundaries and our work is complemented by the Salvesen Mindroom Research Centre (SMRC) based at the University of Edinburgh.

In this role you join Salvesen Mindroom Centre at an exciting time, as we continue our work to improve the daily lives of children, young people and families.

### **Job Purpose:**

To promote the rights of children and young people in accordance with the UNCRC; to provide advocacy and support to neurodivergent children and young people; to ensure that the views of children and young people referred to Salvesen Mindroom Centre are taken into account in decisions that materially affect them; to develop materials and resources suitable for children and young people.

The charity is based in Edinburgh but the Direct Help and Support (DHS) service in which this role sits, covers the whole of Scotland. Due to growing demand for our services in West/South West Scotland, we wish to appoint a team member who can easily manage travel within, broadly, North and South Lanarkshire, North and South Ayrshire and potentially Dumfries & Galloway. The role primarily involves providing support to children and young people using a mix of online and in-person communication. The post will be hybrid, mainly home-based. Some travel to Salvesen Mindroom Centre's office(s) will be required. During induction

for the role, we will require a more frequent presence in our Edinburgh office.

**Main duties and responsibilities:**

- Working closely with the Direct Help and Support (DHS) management and team members, to ensure provision of the most effective service for support and advocacy for neurodivergent children and young people.
- Undertake short-term issue-based advocacy with neurodivergent children and young people, up to age 25.
- Identify the needs of individual children and young people and work towards positive outcomes.
- Work alongside children and young people to create a plan for involvement to address identified issues, developing trusting relationships and promoting positive wellbeing.
- Support children and young people to share their views regarding decisions affecting them and to participate in decision making processes where possible.
- Represent the views of individual children and young people to professionals involved in decision-making about them. This may include attendance at Child Planning Meetings, Children's Hearings, Tribunals or other relevant decision-making fora.
- Liaise with parents and carers to empower and support them to promote advocacy on behalf of their children.
- Liaise with professionals to secure positive outcomes for children and young people.
- Develop resources for children and young people.
- Work with the Head of Outreach to contribute to policy responses that materially affect children and young people.
- Maintain casework records in accordance with best practice and to ensure confidentiality is absolute.

- Work in accordance with organisational child protection procedures at all times, promoting the safeguarding and welfare of children and young people.
- Contribute to team development and undertake personal CPD as appropriate.
- Supporting our fundraiser in collating information for the submission of funding applications
- Contribute to the wider work of the Salvesen Mindroom Centre
- The post holder will need the flexibility required to be part of a developing team, with the ability to adapt to evolving processes and ways of working to deliver the best possible service to the families we support.

**Person Specification:**

|                              |  | Essential | Desirable |
|------------------------------|--|-----------|-----------|
| Education and qualifications | Further qualifications, degree or similar (Relevant working experience will be considered)   | X         |           |
|                              | Extensive training and experience in child protection  | X         |           |
| Experience                   | Previous experience of independent advocacy and/or Youth Work  | X         |           |
|                              | Evidence of successful relationship-building with children and young people and the ability to represent their views, wishes and interests to other significant people | X         |           |
|                              | Experience of working with neurodivergent children and young people, including the use of creative communication techniques  | X         |           |
| Knowledge                    | Knowledge and understanding of neurodiversity, including relevant legislation and policy   | X         |           |
|                              | Knowledge of non-instructed advocacy   |           | X         |

|                     |   |   |   |
|---------------------|---|---|---|
|                     | Knowledge or experience of education, health and social care systems                                    | X |   |
| Skills              | Excellent communication, organisational skills and time management                                      | X |   |
|                     | Strong IT and office-based skills   | X |   |
|                     | Ability to introduce/ learn new technological systems   |   | X |
| Personal Attributes | Ability to be flexible  | X |   |
|                     | Ability to work on own initiative   | X |   |
|                     | Ability to work within a team   | X |   |
|                     | Strong interpersonal skills   | X |   |
|                     | Ability to build effective relationships with colleagues and with a wide range of external stakeholders | X |   |
| Other               | Clean driving licence and use of a roadworthy car.  | X |   |
|                     | A satisfactory PVG check (post offer of employment)   | X |   |

### **Additional information**

The salary range is £25,290 - £28,464 depending on skills and experience. We offer 27 days annual leave, plus 8 days public holidays. The charity operates a contributory pension scheme to which the employer contribution is currently 5%. There is a mileage allowance for own car use. We have a confidential conversations service in place for all staff, currently provided by Crossreach. The postholder will be required to work 35 hours per week flexibly to meet the needs of children and young people. The role may include very infrequent evening or weekend working. There is a flexible working policy in place and a TOIL policy for evening or weekend working.

PVG registration is required for this role and the successful applicant will be expected to comply with the Salvesen Mindroom Centre's policies and practice, including confidentiality and data protection. A driving licence and access to a vehicle to undertake planned travel is an ongoing, essential requirement of this role.

All new employees will be required to successfully complete a 6-month probationary period.