

<b>Title:</b>	Children and Young People Outreach Specialist
<b>Responsible to:</b>	Direct Help and Support Manager
<b>Line Manager:</b>	Team Leader - Children and Young People Service
<b>Salary:</b>	£25,290 to £28,464
<b>Location:</b>	Home-based in one of the following areas: Lanarkshire, West Lothian, East Dunbartonshire or Glasgow.
<b>Status:</b>	Hybrid. Home-based, but travel throughout the central region will be required, including attendance at Mindroom's Edinburgh offices.
<b>Hours:</b>	35 hours per week.
<b>Contract:</b>	Fixed-term to March 2027.

## About Mindroom

As an organisation founded upon lived experience, Mindroom champions all forms of neurodiversity and supports all kinds of minds. Our mission is to improve the quality of life for neurodivergent people by removing barriers, increasing opportunities and shaping a more accessible world.

Mindroom's vision is to see a world where every mind is valued, and no one faces barriers to opportunity or belonging. To make this vision a reality, we develop and deliver programmes that focus on three core themes: Live Well, Be Seen, Be Heard. These themes guide everything we do. From practical support and advocacy to awareness raising and influencing systems, they ensure that neurodivergent people not only receive the help they need but also have their voices recognised, their potential supported, and their experiences used to drive meaningful change.

## Job Role and Purpose

To work directly with neurodivergent children and young people (diagnosed and self-identifying) up to age 25. This role encompasses a variety of person-centred support offers (both in-person and remote), including 1:1 issue-based advocacy, coaching support, non-instructed advocacy and transitions.

As our service develops, some elements of the role may involve working with small groups of neurodivergent children and young people. Whilst travel will predominantly be required across the areas highlighted above, further travel across Scotland may be required to meet the needs of children and young people in service.

You will support neurodivergent children and young people to identify the challenges they face and work collaboratively with them to develop plans that

promote positive outcomes, uphold their rights, and support their wellbeing. This may include helping them to understand their neurotype, recognise their strengths and support needs, and communicate these effectively to others so they are well supported across all areas of their lives. You will also contribute to the ongoing development of resources.

We support children and young people through in-person sessions, virtual meetings, phone calls, email, and text. You will be an excellent communicator, able to adapt your approach to build strong, trusting relationships with neurodivergent children and young people, and engage effectively with a range of stakeholders.

### **Principal Duties**

- To deliver and evaluate services, adopting a rights-based, neuroaffirming approach at all times.
- Work closely with the Direct Help and Support (DHS) management and team members to develop and deliver high-quality support and advocacy services, participating in relevant projects as required.
- Support children and young people to identify their needs and create individual Involvement Plans to address identified issues, develop trusting relationships and promote positive wellbeing.
- Support children and young people to share their views and be active participants in decision-making processes where possible.
- To advocate on behalf of children and young people as required, liaising with professionals to secure positive outcomes for children and young people. This may include writing reports and attending 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.
- Engage in and promote multi-agency and partnership working with external agencies and service providers, representing Mindroom and the needs and experiences of neurodivergent children, young people and families.
- Maintain accurate casework records in compliance with GDPR and Data Protection.
- As part of the wider Mindroom team, respond to consultations informing policy and practice review and development.
- Participate in Continuous Personal Development in relevant areas to allow growth and confidence within the role.

- 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 are supporting.

This job description is not exhaustive, and the postholder may be required to undertake other responsibilities and tasks to meet the needs of the service.

### Person Specification

	Essential	Desirable
Qualifications	Educated to SCQF Level 8 or above in a relevant field (e.g. education, health, social work, social care or youth work)	
Experience	<p>Previous experience of advocacy and/or Youth Work</p> <p>Evidence of successful relationship-building with neurodivergent children and young people and the ability to represent their views, wishes and interests</p> <p>Experience of working with neurodivergent children and young people, including those who may have a learning disability</p> <p>Experience of using creative communication techniques/tools</p> <p>Relevant and current Safeguarding training and experience</p>	<p>Experience of delivering post-diagnostic support from a neuroaffirming perspective</p> <p>Experience of non-instructed advocacy</p>
Knowledge	<p>Knowledge and understanding of neurodiversity and neurodivergence</p> <p>Knowledge and understanding of trauma-informed practice</p> <p>Understanding of legislation and policy relevant to neurodivergent children and young people</p> <p>Knowledge or experience of the interaction between education, health and social care systems</p>	
Skills	<p>Excellent skills in engaging with neurodivergent children and young people.</p> <p>Ability to manage a caseload, providing personalised support for each child or young person</p>	<p>Familiarity with CRMs to record details of casework</p> <p>IT skills</p>

	Ability to forward-plan workload, whilst remaining flexible and responsive to unanticipated changes	
Personal Attributes	<p>Being flexible to support the needs of the wider team and the organisation</p> <p>Ability to remain calm under pressure and seek help from the line manager and/or colleagues when required</p> <p>Ability to build effective relationships with colleagues and with a wide range of external stakeholders</p>	
Other	<p>Valid UK driving licence, use of a roadworthy car with business insurance, and the willingness/confidence to travel/drive within both city and rural areas.</p> <p>A satisfactory PVG check</p>	

The salary is in the range £25,290 to £28,464 depending on skills and experience. We offer 27 days of annual leave, plus 8 days of public holiday. The charity operates a contributory pension scheme, with the employer's contribution currently at 5%. There is a mileage allowance for own-car use, in line with HMRC guidance. We have a confidential conversations service in place for all staff, currently provided by Crossreach. We offer flexible working, and TOIL is available when required.

PVG registration is required for this role, and the successful applicant will be expected to comply with Salvesen Mindroom Centre's policies and practices, including safeguarding, confidentiality and data protection.

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

**Notes for internal candidates:**

- There is no formal probationary period for candidates who have already passed probation in their current role, but performance in the role will be supported and monitored through regular supervision with your line manager.
- This post will be subject to the same terms and conditions as your current contract, including annual leave and pension.

