

Job Description

Job Title	Children and Young People Specialist
Team	Direct Support Services
Responsible to	Service Manager
Line Manager	Team Leader: Children and Young People Service
Salary	£25,290 to £33,767
Contract	35 hours per week (FT). Fixed-term 1-year contract with continuation subject to further funding. We are open to flexible working.
Location	Hybrid and home-based, but travel throughout the region will be required, including attendance at Mindroom's Edinburgh offices.

Job Purpose

To work directly with neurodivergent children and young people up to age 25. This role encompasses a variety of person-centred support offers, 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.

You will support neurodivergent children and young people to identify their goals 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 have opportunities to contribute to the ongoing development of resources and services.

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

Working with Children and Young People

The postholder will:

- Deliver and evaluate services, adopting a rights-based, neuroaffirming approach at all times.

- 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.
- Advocate on behalf of children and young people as required, liaising with professionals to secure positive outcomes. This may include writing reports and attending Child Planning Meetings, Children's Hearings, Tribunals, or other relevant decision-making forums.
- Liaise with parents and carers to empower and support them to promote advocacy on behalf of their children.
- Maintain accurate casework records in compliance with GDPR, Data Protection and our monitoring and evaluation framework.

Partnership and Service Development

Working with the Direct Support team and external partners, the postholder will:

- Work closely with the Direct Support management and team members to develop and deliver high-quality support and advocacy services, participating in relevant projects as required.
- 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.
- As part of the wider Mindroom team, respond to consultations informing policy and practice review and development.

Wider Organisational Responsibilities

- Participate in Continuous Personal Development in relevant areas to allow growth and confidence within the role.
- Bring 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.

Additional Information

The starting salary is in the range £25,290 to £33,767 depending on skills and experience. We offer 27 days of annual leave, plus 8 public holidays. This role is offered on a 1-year fixed-term basis with continuation subject to further funding. The role is full-time, 35 hours per week. We are open to flexible working.

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. All new employees must successfully complete a 3-month probationary period.

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.

This post is home-based, with travel throughout Edinburgh and the Lothians, including attendance at Mindroom's Edinburgh offices and at meetings, hearings and tribunals across the region. Evening and weekend work will be required.

Person Specification

Criteria	Essential	Desirable
Qualifications and training		
Educated to SCQF Level 8 or above in a relevant field (e.g. education, health, social work, social care, advice, coaching, mentoring, advocacy or youth work) or significant relevant professional training.	✓	
Relevant and current safeguarding training and experience.	✓	
Experience		
Evidence of successful relationship-building with neurodivergent children and young people and the ability to represent their views, wishes and interests.	✓	
Experience of working with neurodivergent children and young people, including those who may have a learning disability.	✓	
Experience of using creative communication techniques and tools.	✓	
Desirable experience		
Experience of delivering post-diagnostic support from a neuroaffirming perspective.		✓
Experience of non-instructed advocacy.		✓
Knowledge		
Knowledge and understanding of neurodiversity and neurodivergence, and of trauma-informed practice.	✓	
Understanding of legislation and policy relevant to neurodivergent children and young people.	✓	
Knowledge or experience of the interaction between education, health and social care systems.	✓	
Skills		
Ability to engage with neurodivergent children and young people.	✓	

Criteria	Essential	Desirable
Ability to manage a caseload, providing personalised support for each child or young person, and to forward-plan workload while remaining flexible and responsive.	✓	
Ability to use a variety of IT packages including Microsoft 365. Familiarity with CRMs to record casework details is desirable.	✓	
Personal attributes		
Ability to remain calm under pressure, and to seek help from the line manager or colleagues when required.	✓	
Ability to build effective relationships with colleagues and a wide range of external stakeholders, and flexibility to support the needs of the wider team and the organisation.	✓	
Other requirements		
Valid UK driving licence, use of a roadworthy car with business insurance, or willingness and confidence to travel within both city and rural areas.	✓	

