



Children & Young Peoples Development Officer About the Role

Thank you for your interest in the role of Children and Young Peoples Development Officer at The Orrell Trust.

The Orrell Trust is committed to working to improve our local community to make it a better place to live. Our aims are to support vulnerable and isolated people to develop projects to engage children, young people, and families. We work to encourage community cohesion and engagement by delivering projects that appeal to a wide sector of our community.

The three main areas of focus for our work are:

- Developing work with older people.
- Promoting community cohesion.
- Developing work with children, young people, and families.

The Orrell Trust is well established in Bootle and has been running a variety of projects and activities out of our modern and well-equipped base at St John & St James Church and Community Centre since 2015. In early-2021 we received a grant from The National Lottery Reaching Communities Fund to develop and extend our offer to children and young people. Our Children and Young Peoples Development Officer will lead this new and exciting project for The Orrell Trust.

Key Details

Job Title: Children and Young Peoples Development Officer

Location: St John & St James Church and Community Centre, 71 Bailey Drive, Bootle L20 6EX.

Hours of Work: 17.5 hours per week.

Salary: £12612.60 (actual)

Contact: Fixed term until April 2024 with the possibility of extension subject to funding.

Reporting to: Project Manager

The Orrell Trust is committed to the safeguarding of children and of adults with care and support needs and ensuring their wellbeing. We exercise proper care in the appointment and selection of all those who will work with children or with adults with care and support needs.

This post is subject to an enhanced DBS check.

For informal enquiries please contact Matt Jeziorski, Project Manager:
manager@theorrelltrust.co.uk / 0151 933 2116

Completed applications should be forwarded to: manager@theorrelltrust.co.uk
or by post to: Matt Jeziorski, The Orrell Trust, St John & St James Church and Community Centre,
71 Bailey Drive, Bootle L20 6EX



Children & Young Peoples Development Officer Job Description and Person Specification

Job Description

Overall purpose of the role

To lead the development of The Orrell Trust's offer to children and young people in the local community. The postholder will work creatively with new and existing partners to develop and deliver projects for children and young people that promote wellbeing and support them in reaching their full potential. Working alongside sessional worker(s) and volunteers, you will create safe and supportive environments where young people will learn to:

- Treat themselves and others with kindness and respect.
- Discover new ideas and activities that they otherwise may be unlikely to experience.
- Grow into motivated, positive, resilient, and caring citizens.

Key activities and responsibilities

- To work creatively with children and young people, developing projects and activities to promote wellbeing and support them in reaching their full potential.
- To strengthen existing partnership working and to develop new partnerships.
- To work with children and young people to identify issues that affect them and how their needs can be met.
- To identify gaps in local service provision and seek to meet those needs.
- To recruit volunteers and support their training needs.
- To be part of The Orrell Trust team and work collaboratively with colleagues to further the aims of the Charity.
- To ensure that safeguarding procedures are followed and that safeguarding of children and young people is central to your work.
- To support the Project Manager in report writing by ensuring that evidence of projects is properly documented, and that work is evaluated.
- To be committed to your ongoing professional development and work with your line manager to identify appropriate training and development opportunities.
- To keep informed on legislation, local and national issues, and best practice.
- To carry out all duties in line with The Orrell Trust's policies and procedures.
- To undertake any other tasks appropriate to your post that may be assigned from time-to-time.

Person Specification

[E] indicates an essential requirement. [D] indicates a desirable requirement.

You:

- Have a positive attitude [E]
- Are reliable and self-motivated. [E]
- Are creative and innovative. [E]
- Are able to work independently and as part of a team. [E]
- Are able to create a welcoming environment. [E]

Education, qualifications, and experience

- An appropriate qualification in youth and/or children's work or relevant experience. [E]
- Experience of working with children and young people in an inner-city environment. [D]
- Experience of researching, building, and delivering youth and/or children's work projects. [D]
- Knowledge of the local area. [D]

Knowledge, skills, and abilities

- Excellent communication skills, with the ability to quickly establish positive relationships with children and young people and motivate them to participate in activities and events. [E]
- Excellent organisational and administration skills. [E]
- An understanding of the importance of monitoring and evaluation. [E]
- A commitment to reflective practice. [E]
- A commitment to working with other organisations in partnership. [E]
- A commitment to working as part of a team in a spirit of collaboration. [E]
- An understanding of safeguarding children and young people and the importance of maintaining appropriate professional boundaries. [E]
- An understanding of equality and diversity and the ability to challenge discriminatory behaviour. [E]
- A sensitivity to and understanding of the Christian ethos of The Orrell Trust. [D]