



Title:	Project Worker – Missing (fixed term to March 31 st 2018)
Location:	SCARPA – Newcastle upon Tyne
Reward band:	Project Worker II (DN37) – 30hours per week (0.8 FTE)
Reporting to:	Service Manager
Job purpose:	To deliver the work of SCARPA thereby ensuring that children and young people at risk of, or involved in going missing or child sexual exploitation (CSE) receive support, information, and services to meet their needs.
Key activities:	<ul style="list-style-type: none"> • To carry out return interviews for young people reported missing in Newcastle, using motivational interviewing and assertive outreach approaches to ensure a • To identify risks and needs of young people who go missing from home, using recognised return interview and CSE risk assessment tools wherever possible. • To liaise with families/carers to gather more information and recommend support and help opportunities to children who go missing or are at risk of CSE • To raise awareness of the issues raised by children and young people who go missing or are at risk of CSE with the local children's services workforce • To work in partnership with the police, social services, education and other relevant voluntary and statutory agencies to ensure the projects development both locally and nationally, through regular communication and good working relationships. • To start the process of building positive relationships with individual young people at risk and seek opportunities to

	<p>enhance their skills, knowledge and self-confidence to so they develop alternative strategies to running away or becoming involved in CSE relationships.</p> <ul style="list-style-type: none"> • To liaise closely with local authority, police and other colleagues to support missing children and young people, and inform relevant strategy development • To work within Child Protection and Safeguarding guidelines and procedures.
Attainments:	<p>In order to be considered for this post you will have to demonstrate that you already have:</p> <p>Experience</p> <ul style="list-style-type: none"> • Substantial relevant experience in working with children and young people at risk, from diverse backgrounds • Experience of supporting people who are dealing with complex and sensitive issues. • Experience of advice or advocacy work with vulnerable people. • Experience of working within a team. <p>Qualifications</p> <ul style="list-style-type: none"> • A relevant professional qualification e.g. diploma in social work, certificate in youth and community work, or related NVQ <p>Work based knowledge</p> <ul style="list-style-type: none"> • Knowledge and experience of methods in building positive relationships with children and young people • Awareness of issues effecting young people who go missing, and the associated risks they are exposed to • Clear understanding of children's rights and a commitment to promoting those rights • Knowledge of safeguarding children and child protection systems <p>Skills</p> <ul style="list-style-type: none"> • One to one working and group working skills • IT Skills • Ability to record interventions delivered in an effective, concise professional manner
KEY BEHAVIOURS	<p>In order to be successful in this role you will be able to demonstrate that you have the ability to:</p>

<p>Leaders We must lead the sector, setting new standards for excellence and inspiring others through our innovation and initiative.</p>	<ol style="list-style-type: none"> 1. Be an active ambassador for the organisation both internally and externally. 2. Be relied on as a Subject Matter Expert in own field. 3. Be an engaged and positive team member. 4. Strive for and deliver excellence in own work. 5. Think creatively and be open to new ways of doing things.
<p>Authentic We are known for speaking the truth and keeping our promises. We are dependable, transparent and eager to stand up for what we believe in.</p>	<ol style="list-style-type: none"> 1. Contract, in advance, with others where resources need to be deployed from other areas of the organisation. 2. Practice what we preach and actively review own work to ensure that we say what we do and do what we say. 3. Be reliable and dependable always ensuring that appropriate action is taken to keep issues on track, escalating where this is appropriate.
<p>Accountable Our decisions are based on facts not opinions. We hold ourselves to account for our decisions and we monitor and evaluate our work, always focussed on taking action to improve the lives of children and young people.</p>	<ol style="list-style-type: none"> 1. Be impact-oriented, evidence-based and results-focussed in own work, considering the difference actions will make. 2. Taking ownership for own actions, delivering on time to budget and learning from mistakes and striving for self-improvement. 3. Support the development of evidence bases for decisions and/or new pieces of work. 4. Support on-going monitoring and evaluating of what we do in a meaningful and constructive way.
<p>Collaborative We are generous and inclusive in the way that we work together with both each other and our partners. We are joined up both internally by working across the organisation and externally by working in partnership; always listening, understanding and engaging.</p>	<ol style="list-style-type: none"> 1. Work effectively with colleagues across the organisation and wider team members to contribute to team goals and wider organisational outcomes. 2. Engage in, and actively seek out, new information from across the organisation. 3. Investigate presenting issues and work with others to co-create and co-produce effective solutions. 4. Communicate in an appropriate, inclusive way. Treat all individuals encountered on a professional basis in a non-

	<p>judgemental basis and with respect and warmth.</p> <p>5. Understand and demonstrate agreed organisational behaviours.</p>
<p>Committed We are tenacious and driven, making hard choices for long term benefits. We have consistently dedicated ourselves to exceeding our best through our determination and resilience.</p>	<ol style="list-style-type: none"> 1. Be self-motivated and consistently deliver on own objectives. 2. Be receptive to feedback and deliver agreed actions on time to budget. 3. Recognise, respect and support difficult decisions. 4. Comes up with solutions and holds oneself to account.
<p>Challengers We push ourselves to do more, working outside our comfort zones; we challenge perceptions, behaviours and attitudes.</p>	<ol style="list-style-type: none"> 1. Be open to constructive feedback and personal improvement. 2. Support successes in direct peer group and beyond. 3. Be willing to work outside of own comfort zone, including being flexible and adaptable to change. 4. Positively challenge and engaging others in discussions.
<p>Enterprising We see opportunity in all areas of life and we are skilled enough, confident enough, creative enough and disciplined enough to go after it and seize it. We are constantly looking for advantages and opportunities that will make a difference. Always seeing the future in the present, always with the courage to lead the way.</p>	<ol style="list-style-type: none"> 1. Use initiative and creatively look for alternative ways of working while utilising resources and data already available. 2. Be change-oriented and embrace new ways of working. 3. Actively participate in areas outside of immediate environment and respond positively to new opportunities. 4. Engage with confidence in positive conversations about the work that we do.
<p>Other competencies:</p>	<ol style="list-style-type: none"> 1. Be tactful and sensitive showing awareness of the range of issues involved in working with children and young people and service providers so as to maintain positive and professional relationships. 2. Understand issues and concerns faced by young people who

	<p>go missing and respond to these effectively by constructing positive relationships</p> <p>3. Identify and carry out tasks agreed in project and action plans with a positive outcome for young people who go missing whilst meeting deadlines.</p> <p>4. Identify safeguarding concerns, take appropriate action to ensure the child/young person and/or vulnerable adult is protected, complete detailed safeguarding referrals, and contribute to a safe practice environment, including the supervision of others.</p>
Special job circumstances:	<p>This post has the following special circumstances:</p> <p>Working with children, young people and families at risk can be stressful. Regular supervision will occur as a matter of course, a high level of support will be provided, and an emphasis will be placed on health and safety.</p> <p>This post will involve irregular hours, including late evenings, early mornings, and weekend working.</p> <p><i>(Please note: if you have difficulty meeting these conditions because of a disability or family circumstances the appointing manager will discuss it with you in order to consider reasonable adjustments to the job or working conditions)</i></p>
Relevant personal characteristics:	<p>So that you personally can succeed in this role and The Society you will require:</p> <ol style="list-style-type: none"> 1. An understanding and acceptance of the principles of the organisation. 2. An ability to promote anti-discriminatory practice with young people, the project and others that you have contact with. 3. A willingness to adhere to all internal policies that promote safe practice and staff welfare. 4. A commitment to ensuring that the needs and rights of all young people are upheld. 5. A desire to improve your own practice and learn from others.

Job description agreement	
	<p><i>This job description is a guide to the work you will be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.</i></p> <p>Job holder’s signature:</p> <p>Date:</p> <p>Manager or Director of department signature:</p> <p>Date:</p>