



JOB DESCRIPTION

POSITION: YOUTH WORK LEAD CO-ORDINATOR

ACCOUNTABLE TO: SENIOR MANAGER

Overall purpose of Post

To lead on the co-ordination and development of children and young people's peer support mental health groups

Key Tasks

- 1.1 To assess the needs of children and young people experiencing mental health issues and co-ordinate, plan, prepare and support delivery of sessions in accordance with the funding criteria ensuring groups are appropriately resourced
- 1.2 To identify and lead on consultation processes in order to ensure children and young people are involved in project development
- 1.3 To liaise with agencies such as schools, social care, police to promote the service and commit to interagency working and sharing knowledge and skills in support of peer group work/sessions
- 1.4 To co-ordinate appropriate venues and to plan a programme of peer group support sessions in line with funding requirements
- 1.5 To recruit, induct, train and support volunteers and peer mentors in the delivery of sessions
- 1.6 To mentor, coach and support individuals, encouraging greater social inclusion
- 1.7 To set up and clear away each session in line with programme delivery and health and safety requirement, undertaking relevant risk assessments
- 1.8 To be responsible for reviewing, monitoring and evaluating the projects and assisting in preparation of written reports for funders, to include evaluations, surveys and questionnaires providing accurate information for evaluation
- 1.9 To continuously develop, review and maintain quality standards and



policies of practice and provision

- 1.10 To identify and refer to other agencies as appropriate
- 1.11 To ensure any safeguarding issues are dealt with in conjunction with FSN's safeguarding policies and procedures
- 1.12 To develop promotional materials and identify ways to use on-line mental health resources to support young people

2.0 Financial

- 2.1 To assist in the compilation of annual revenue budgets for the project drawing attention to significant changes, new items and cost saving opportunities
- 2.2 To maximize income and manage expenditure against an agreed budget, where necessary engage in fundraising activity

3.0 Other Duties

- 3.1 To be aware of and work within and promote FSN's policies at all times and report any issues of concern
- 3.2 To attend supervision, training and meetings as and when required
- 3.3 To carry out any other reasonable duties as requested by Management

This Job Description outlines the general ways in which it is expected you will meet the overall requirements of this post.

The list of tasks is not an exclusive one and duties may be varied from time to time. This Job Description is subject to regular review.