



Lads Need Dads

*Equipping, Engaging and
Inspiring Young Men*

Lads Need Dads CIC is an Award Winning Not-For-Profit Community Interest Company which seeks to empower and enable boys age 11-15 with absent fathers or limited access to a male role model, to be motivated, responsible, capable, resilient and emotionally competent to prevent them becoming at risk of under achieving, offending, exclusion or dropping out of school.

We are looking for an individual experienced in working with young males and single parent families, with training and experience in group-work facilitation, family mediation, recruiting, supervising and managing volunteers, with a genuine passion to make a positive difference in the lives of young men. You will support Lads Need Dads Mission and have the skills and experience to help equip and empower young men to be the best that they can be.

This is a great opportunity for the right individual who is looking for part-time flexible hours, (day-time, evening and some Saturday commitment) and who has a background in working with young people, families, schools, the voluntary and statutory sector and the local community, to have a fulfilling role within a small but growing organisation.

Outreach Coordinator - One year post

Job Description / Person Specification

Job Title:	Part-time Outreach Coordinator (16 hours, rising to 20 hours in Sept)
Employer:	Lads Need Dads
Salary:	£21,450 / pro-rata
Location:	Tendring and Colchester
Responsible to:	Programme Manager

Key Responsibilities:

Duties include but are not limited to the following:

Group facilitation

- Oversee and manage The Equip and Engage Programme on-site; (at school or off-site in the community).
- Act as facilitator for groups of up to 8 boys (mentees) aged between 11 - 15 years of age; and supporting mentors.
- Able to successfully interact with mentees who can exhibit a wide range of needs including anti-social / disruptive behaviour.
- Ability to diffuse situations of verbal confrontation or excitable behaviour.
- Refer cases to the Programme Manager when mentees appear to present with any high-risk issues or behaviours.
- Responsible for ensuring the safeguarding of mentees.
- Provide guidance to mentors and mentees to ensure that both have an enriching mentoring experience.
- Organise, oversee and participate in bush-craft days, camping activity weekends, sailing days and other outdoor activities.
- Recruit and support a team of local male volunteers. Assist with their interviews and training.
- Assess identified pupils for the Equip Programme. Meet with mums and carers to complete monitoring and evaluation forms.
- Assist, support and encourage mentees appropriately to achieve successful outcomes from their attendance on the Equip and Engage Programme.

Family Liaison

- Keep mums and carers up-to-date with the progress of their child. Coordinate coffee mornings, workshops and one to one home-visits as and when required.
- Facilitate mediation sessions between mum/carer and child.
- Support mum /carers children and young people in expressing their views.
- Advocate for children and young people when they are unable to do so themselves.
- Encourage parents and children and young people to take part in assessments and evaluations.

Recruitment of volunteers

- Utilise social media and other approaches to reach a diverse potential volunteer base.
- Promote Lads Need Dads recruitment campaigns in conjunction with the Services Director.
- Organise and attend local recruitment events.
- Adhere to and enforce Lads Need Dads safeguarding and safer recruitment policies.

Multi Agency working

- Contribute to the delivery of current and emerging key programmes/priorities.
- Liaise and work closely with statutory and voluntary agencies.
- Signpost and direct children, young people and families to appropriate multi agency support.
- Engage in regular supervision support and training.
- Maintain a sound knowledge of relevant legislation, research and practice and take responsibility for your own professional development.
- Work within agreed budgets, targets and performance indicators.
- Provide accurate and timely information, returns and reports.
- Produce evaluation reports on planned interventions and solutions.
- Assist in quality assurance procedures and give support to monitoring, recording and evaluation systems in line with policy guidelines.
- Encourage parents/carers to access appropriate parenting courses that will enable them to support their children through transitions.

Safeguarding and Promoting the welfare of the child

- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.
- Challenge and report unfair or discriminatory or unprofessional practice.
- Through supervision access the advice and support necessary to carry out safeguarding and child protection responsibilities.

Core administrative duties

- Use the relevant information systems and technology effectively, including for example, Power-point, Word, Excel etc.
- Prepare and provide training materials for the weekly Equip Programme sessions.
- Prepare and deliver relevant topics in a group work setting.
- Maintain records of attendance and outcomes for mentors and mentees. Notify mentors when mentees will not be present during sessions or vice versa.
- Contribute to programme evaluation efforts.
- Participate in supervision and appraisal with the Programme Manager, including performance and development reviews.
- Engage in relevant training and development. Maintain and develop own knowledge, skills and experience.
- Ensure all activities are conducted in a non-discriminatory way in accordance with Lads Need Dads policies on equality of treatment and opportunity.
- Ensure all activities are conducted in accordance with Lads Need Dads Health & Safety Policies and procedures.

Person Specification

Qualifications and experience:

- Bachelor's degree with emphasis in social work, psychology, criminology or education; (or equivalent experience).
- Two or more years of experience in youth development in community organisations.
- Training qualification such as PTLLS level 3 or 4.
- Experience of running mediation sessions with parents and children including conflict resolution.
- Experience of recruiting and supervising volunteers.
- Experience of mentoring vulnerable young people.
- Experience of managing disruptive and challenging behaviour in a group setting.
- Experience of planning and delivering workshops/ training / group-work sessions.
- Experience of working with a wide range of partner agencies/stakeholders.
- Level 2 or above in Safeguarding children.
- Demonstrate an excellent knowledge of the impact of absent fathers on boys and support the Mission and objectives of Lads Need Dads.
- Knowledge about policies and procedures including those related to safeguarding, and equality and diversity.
- An in depth understanding of the developmental needs of children and young people.
- An understanding of local and national issues affecting children and young people.
- Knowledge of the legal framework for working with children & families.
- Understand the factors that motivate people to volunteer.

Skills and Abilities

- Ability to motivate and persuade others about the benefits of mentoring.
- Ability to work as part of a team and under own initiative.
- Able to use relevant information systems and technology effectively, particularly Power-point and Word.
- Able to research, prepare and deliver relevant topics in a group work setting.
- Able to prepare and provide training materials for the weekly Equip Programme sessions.
- Exceptionally strong organisational, interpersonal and communication skills.
- Competence in the use of ICT for project management and reporting.
- Demonstrate understanding of the issues facing the service user group.
- Demonstrate understanding of safeguarding issues.
- Evidence of continuous professional development.
- Have a full clean driving license and access to a car insured for work purposes.
- Be willing to work flexible hours – some evening and weekends (where necessary).

Equal Opportunities

- Ability to understand and demonstrate commitment to equality and diversity.