



DARPARU CEFNOGAETH A CHYFLEOEDD I BOBL IFANC
PROVIDING SUPPORT AND OPPORTUNITIES FOR YOUNG PEOPLE

JOB DESCRIPTION

Therapeutic Education Engagement Officer

RESPONSIBLE TO:	'Symud Ymlaen' Team Leader
LOCATION:	Caernarfon
HOURS:	Up to 37 hours a week
SALARY:	Point 17 – 21 (£17,506 – £19,894)
CONTRACT:	Maternity cover

JOB PURPOSE

TRAC is lead of Denbigh County Council and support young people between 11-19 years old who are alienating from education and in danger of becoming NEET. TRAC improve the reach of these young people and support appropriate manpower development that is skilful, flexible and resistant. The project is consistent with 6 component elements proven to be effective at increasing youth engagement and progression.

The main purpose of this job is to operate as the main point of contact and co-ordinator of the TRAC project and any other educational projects within GISDA, mainly to ensure training of standard for young people between 11-16 years old. GISDA's main input to the TRAC scheme is to support a wide range of creative and therapeutic intervention that gets to grip with some of the reasons why some students find it hard to learn in a classroom situation.

MAIN RESPONSIBILITIES

- Develop and co-ordinate TRAC learning resources, lesson plans and work plans to present an appropriate training programme of high quality for young people.
- Be a point of contact to deal with all the enquiries about the TRAC provision within GISDA.
- Look for further opportunities to provide appropriate training for young people who are open to harm.
- Run workshop including elements of anger management, STEPS, self-confidence and Forum Theatre that are recognized by Gwynedd Council.
- Monitor the success of the project through analysing feedback forms weekly.
- Keep correct records and evaluate and monitor the service's quality.
- Present Agored Cymru units to young people.

- Analyse information of exit interviews and make suggestions to improve the service.
- Encourage present service users to volunteer with the sessions within the schools.
- Supervise present service users who would volunteer with the project.
- To work within the PIE framework, according to GISDA's therapeutic model.
- Staff to have an understanding of trauma, attachment and personality disorders.
- To build a strong, healthy and friendly relationship with young people by giving them the opportunity to link with/express themselves in a formal and informal environment.
- To create a non-establishment, safe and welcoming atmosphere that gives young people the opportunity to discuss and express their feelings or worries.
- To encourage, motivate and believe in young people.
- To encourage and motivate young people to care for their own wellbeing and to be more independent.
- To act as a role model for young people by showing 'pro social' ways of dealing with problems.
- Establish positive relationships with young people and offer positive, unconditional attitude

GENERAL DUTIES

- Contribute to your own personal development and training.
- Promote a friendly, non-discriminatory attitude in every aspect of the work towards service users, colleagues, members of the Managing Board, members of the public and other agencies.
- Promote the Company's internal values and culture.
- Promote the Company's aims and objectives.
- To comply with Care Council Wales' practices while implementing any duties/responsibilities.
- Undertake any reasonable task as and when necessary.
- Adhere to all the Company's policies and procedures.
- Contribute to supervision sessions.
- Attend and take part in team meetings.

It can be difficult to define the exact duties and responsibilities of any post and they may vary from time to time; but without changing the general purpose or the level of responsibility of the post.

Every member of staff is expected to accept an element of flexibility within their duties and responsibilities; when there may be changes within the company or in order to meet the needs and standards of services.

PERSON SPECIFICATION

ESSENTIAL	
Qualifications and Experience	
Education qualification to NVQ Level 3 or equivalent.	
Experience of running training.	
Experience of working with young, vulnerable people.	
Working in a way that assesses needs.	
Administrative skills.	
Skills	
Working in groups and facilitating skills.	
Networking and interacting.	
Communicating in different situation in Welsh and English.	
The ability to collect and analyse information to offer improvement.	
Use software such as Work, Excel, Outlook and PowerPoint.	
Prioritise and organise work.	
Good interpersonal skills.	
The ability to work with young, vulnerable people with intensive needs.	
The ability to deal with matters of a sensitive and confidential nature.	
The ability to work confidently under pressure.	
Work on your own or as part of a team.	
Administrative skills.	
The ability to represent the company.	
Full driving licence.	
DESIRABLE	
Qualifications and Experience	
NVQ 4 working with young people.	
Promote, market and develop services.	
Asses and control risks.	
Develop every aspect of the service, and the will to contribute to matters that face the company.	
Contribute to policies and procedure.	
Develop, manage/monitor systems and projects.	
Skills	
Research to keep up with any new legislation or procedures.	
Organised.	
Manage budget.	