



## **T.E.A.M (Together Equality Achieves More) Group Worker**

**Responsible to: Project Lead**

**Location:** Tynecastle Park, Edinburgh, EH11 2NZ

**Contract:** Fixed until 31<sup>st</sup> March 2025, with the possibility of continuation, subject to funding

**Hours:** 3.5 hours per week – Term time: Mondays 3.00pm – 6.30pm. 1/2 hour set up, 2 hours session time, 1hr clean up and evaluation at the end. Additional hours will be provided for use when attending support and supervision and where appropriate team meetings – to be agreed with Project Lead. During school holidays it will be expected that these hours are used towards supporting the Schools out programme, days and times to be agreed with Project Lead.

**Salary: £23,500 pro rata (£12.05 p/h)**

### ***Role overview***

To assist the Project Lead in the delivery of a programme of interesting, fun and educational activities in consultation with children and young people to ensure they are at the centre of their own planning. The programme is designed to give children and young people aged 8-12 opportunities to make new friends, build skills and be part of a diverse community where all cultures thrive together.

## **ORGANISATION PROFILE**

Big Hearts Community Trust is the official charity of Heart of Midlothian Football Club. Based in South West Edinburgh, we aim to improve outcomes for individuals and families, using the power of football. We work across three key areas : Mental Health, Social Connections and Equal Opportunities.

We work closely with local and specialist partners to identify areas of need, understand where we can best add value and ensure our activities are designed and delivered effectively within the communities we serve.

More information on our work can be found at [www.bighearts.org.uk](http://www.bighearts.org.uk)

# ROLE AND MISSION

## ***Key Duties***

- Consult with children and young people about their programme of activities to plan, implement and deliver the yearly programme.
- Support the Project Lead in the delivery of the weekly programme of creative activities within and out with the Shed.
- Motivate, encourage and support children and young people to participate fully in the sessions
- Establish boundaries and challenge inappropriate behavior during group activities
- Shared responsibility to keep the working environment clean and clear away all equipment and resources at the end of the session
- Prepare snack for participants
- Participate in discussions with the staff team and volunteers after each session as part of the debriefing process, to help identify the session outcomes, to highlight any issues that arose and any new areas of work
- Work as part of the team to complete the written evaluation forms after each session
- To participate in holiday programmes and residential events with children and young people.

## ***Key-responsibilities***

- Be fully conversant with the principles of GIRFEC and their application in practice
- Undertake Child Protection Training and other training relevant to the position
- Ensure that your professional knowledge and your practice meet the highest standard
- Keep abreast of current research and practice development, identifying relevant issues
- Understand fully the requirement for confidentiality in all areas of your work
- Effectively communicate, engage and inspire staff across the projects, and team work throughout the organisation, including involvement in team meetings & staff meetings as required
- To work as part of the wider team to ensure services are delivered effectively, including commitments and best practice
- To fulfil organisational requirements in relation to receiving training and practice development, and to develop individual and team skills
- Work to legislative, ethical, policy and procedural requirements, adhering to Big Hearts policies & procedures, including best practice on Safeguarding and Protection of Children and Vulnerable Adults, HR, Health and Safety & Operational, and participate in all policies being reviewed and updated
- Undertake relevant Continuing Professional Development
- Use communication systems to good effect including email/slack/meetings/whatsapp
- Team work including taking part in the induction of staff and supporting other team members including offering constructive challenge where appropriate
- Understand fully the requirement for confidentiality in your work, balanced with data sharing with suppliers, stakeholders and others, being aware of GDPR.
- Care for the work environment to promote effective working
- Liaise with other voluntary, statutory workers and stakeholders as required.

## ***Support & development***

To undertake regular Support & Supervision, and planning meetings with the Project Lead

## **PERSON SPECIFICATION**

### ***Personal qualities required***

- Ability to build rapport, engage with and support children and young people
- Be enthusiastic about working with children and young people
- Ability to use initiative and organise workload efficiently with minimum supervision
- Ability to work as part of a team, communicating and sharing ideas

### ***Essential experience & knowledge required***

- Experience of working/volunteering with a range of children and young people
- Have a basic knowledge/understanding of the issues young people face
- An understanding of Child Protection issues
- Comfortable with the use of Google/Microsoft packages such as Word, Excel, Outlook

### ***Desirable knowledge***

- Experience of working with children and young people with additional support needs
- Experience of working with children and young people in a group setting, encouraging participation.
- An awareness of health & safety
- An understanding of equal opportunities

## **ADDITIONAL INFORMATION**

- Two satisfactory references will be requested upon any offer of employment.
- Successful applicants will be subject to an Enhanced Protecting Vulnerable Groups (PVG)

## **HOW TO APPLY**

Please email your **CV & cover letter** detailing how your skills and experiences make you a good fit for this role to [recruitment@bighearts.org.uk](mailto:recruitment@bighearts.org.uk)

The deadline for applications is **5pm on Friday 23rd February 2024.**

Shortlisted candidates will then receive an invitation to attend an interview.

If you have any questions about the role, or the recruitment process, please email

[recruitment@bighearts.org.uk](mailto:recruitment@bighearts.org.uk) and will help answer your questions.

***Big Hearts is committed to equality of opportunity for all staff, and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, sexual orientation, race and religion or belief***