

Safer London

Job Description and Person Specification

Key Role Details

Job title: Specialist Education, Employment, and Training (Case Worker and Internal Advisor)

Location: Face to face delivery pan London, agile working for all other duties, office location Southwark

Reports to: Service Manager

Contract: Permanent (subject to funding)

Hours of work: 35 hours per week – sometimes worked flexibly

Role Description

In this role you will manage a small caseload of young Londoners who have been affected by exploitation or violence and who have a particular need for support to engage in Education, Training and Employment. As well as managing your own caseload, you will also share your knowledge and expertise in this area to support the wider team of caseworkers in adequately considering, supporting and addressing ETE for all the young Londoners that we work with.

Through casework you will support individuals to overcome structural and developmental barriers to ETE, by applying a range of employability skills through, confidence and motivation building and coaching. In all your casework you will complete robust risk management and support plans to help young Londoners to gain access to ETE opportunities, whilst ensuring they are appropriately safeguarded.

Through regular surgeries and support to the wider team of caseworkers, you will support caseworkers to advocate for fair access to statutory education provision, employment, and training opportunities for the young Londoners they are working with. This will include ensuring Young Londoners are accessing the benefits and opportunities to which they are entitled.

Key responsibilities

1. Delivering effective one to one support to children and young people in line with the Safer London model of work in collaboration with young Londoners so that their voice is centred, and they receive the required support to meet their individual assessed needs.
2. Work in a manner which honours our organisational values and is responsive to the trauma and experiences young Londoners, families and communities experience.
3. Establishing and developing relationships with education and training providers.

4. Establishing and developing relationships with employers, including those providing employment schemes, apprenticeships, etc.
5. Carry out robust risk assessments and strengths-based needs assessments, ensuring safeguarding is the priority, to ensure the most appropriate intervention is offered and risks are managed and escalated appropriately.
6. Maintain essential records accurately ensuring high quality case recording. Complete reports (which may be shared with statutory bodies such as the police, courts, children social care and can be shared with the family) that accurately reflect the work undertaken in professional manner.
7. Maintain effective communication both written and verbal whether this is virtual, face-to-face.
8. Identify spaces and places where Young Londoners feel safe enough to engage in meaningful interventions/activities.
9. Make appropriate onward referrals, signposting children and young people to support services and positive activities as and when required.
10. Work with partners, communities and other key stakeholders to deliver the service effectively.
11. Work creatively with colleagues to generate project resources and materials which are accessible to those with a range of needs as required
12. Act in accordance with safeguarding legislation and guidance, in addition to Safer London's practice guidelines and wider pan London processes and protocols.
13. Undertake any other duties as required and commensurate with the level of this post.

Person Specification

Criteria	Essential /Desirable	A/I/T
Skills and Experience		
Relevant qualification in information, support and guidance or equivalent experience	Essential	A/I
Experience of managing complex safeguarding issues with children, young people, and adults at risk - including being able to demonstrate effective partnership work	Essential	A/I
Experience of working with children, young people and/or vulnerable adults affected by violence and exploitation	Essential	A/I
Extensive knowledge of the impact of context on children, young people and adults – with a clear understanding of the principles of contextual safeguarding	Essential	A/I
Experience of effectively working with children and young people around the themes of earning, learning and employment	Essential	A/I/T

Excellent communication skills, both written and verbal, alongside experience of coaching peers around best practice	Essential	A/I/T
IT literate (Excel, Outlook, Word etc.) and experience of using databases	Essential	A/T
Knowledge		
Demonstrable knowledge of best practice around working with children, young people and/or adults affected by violence or exploitation	Essential	A/I
Knowledge of good practice in relation to working to securing access to earning, learning and employment opportunities	Essential	A/I
Knowledge around best practice and the importance of good quality case recording	Essential	A/I
Values and Attitudes		
Commitment to equity, diversity and inclusion, and experience of applying these principles in the workplace	Essential	A/I
Ability to demonstrate, with examples, your alignment to Safer London's values	Essential	I/T