

## Job Description

<b>Department:</b>	Children & Young People Services
<b>Division/Section:</b>	Children's Services – The Housing Project
<b>Job Title:</b>	House Project Facilitator
<b>Post No:</b>	
<b>Grade:</b>	8
<b>Reports to:</b>	Housing Project Lead
<b>Organisation Chart:</b>  Show immediate manager and any jobs reporting to this post.	<p>House Project Lead</p> <p><b>House Project Facilitators x 2</b></p>
<b>DBS Check applicable?</b>	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/>
	<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b>  Yes <input type="checkbox"/>  No <input checked="" type="checkbox"/>
<b>Line Management responsibility for:</b>	<b>No. of direct reports: 0</b> <b>No. of indirect reports: 0</b>
<b>Size of budget:</b> (Per annum)	n/a
<b>Job Purpose:</b>	To provide direct support to care leavers and young people in care who have been referred to the House Project, ensuring that they have the maximum possible ownership of the project, maintain their membership and achieve good outcomes. The post holder will have to work tenaciously, flexibly and in an entirely solution focused and empowering way.

### Main Duties and Responsibilities:

- Take day to day responsibility for updating assessments and plans

- Provide individual and group support to young people.
- Work flexibly, including evenings and weekends.
- Work with young people individually and as a group to enable them to take ownership of the following key areas:
  - The Local House Project – including the rules of engagement, terms of reference, policies and procedures
  - Their education, training and employment pathway
  - Their own risk assessments and safety plans.
  - Their ability to work as part of a team.
  - Managing their own finances
  - Managing the selection, refurbishment and maintenance of their homes
  - Managing a home
- Support young people to work with the local steering group to present policies, plans and reports to a high standard and with positive outcomes.
- Work in close collaboration with social care, education, health, housing and other agencies to ensure that young people's views are at the heart of all decision making.
- Make referrals as needed or required in terms of safeguarding or limits of professional expertise, acting at all times in accordance with local safeguarding procedures.
- Use the House Project Practice Framework in a way that is anti-discriminatory and that actively promotes equal opportunities.
- Work closely with social care as required on any aspects of care planning or other statutory work.
- Arrange and chair, or support the chair, of meetings associated with the project.
- Support the review Personal Education Plans (PEP), Educational Pathway Plans, (EPP) Pathway Plan Careers Assessment or other meeting for young people where necessary.
- Have the ability to support, challenge and actively involve young people, families or professionals appropriately and successfully.
- Keep up to date and accurate records as required.
- Engage and work with the National House Project, including attendance at Community of Practice meetings, consultations, training and conferences.
- Engage and work with the psychologist supporting the project by attending formulation meetings and monthly consultations.

**Generic Responsibilities:**

To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the

	<p>employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
<b>Flexibility Clause:</b>	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
<b>Variation Clause:</b>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them, and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

**DATE: January  
24**

**COMPLETED BY:**     Andy Ruane

	Date Issued: February 2017	Last updated: June 2023
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## Person Specification

<b>Job title:</b>	House Project Facilitator	<b>Directorate:</b>	People and Communities
<b>Grade:</b>	8	<b>Service / Team:</b>	Children's Services – The House Project
<b>Date:</b>	January 2024	<b>Completed by:</b>	Andy Ruane

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Have an understanding of the social, emotional, safeguarding and practical challenges facing young people in care and care leavers and understanding of how these may be overcome.</li> <li>An understanding of (or working towards) child development, the impact of trauma and experience of working with vulnerable young people to an agreed practice framework.</li> <li>Clear understanding of safeguarding and ability to assess situations for and with young people, managing and referring on appropriately.</li> </ul>	
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>Ability to take day to day responsibility for assessments, plans and individual support for young people in the House Project as agreed with the care professional network.</li> <li>Ability to form positive relationships with young people that facilitate positive personal development.</li> <li>Ability to regulate high levels of emotion and tolerate the anxiety of others.</li> <li>Ability and motivation to involve young people in decision making at every level.</li> <li>Ability and tenacity necessary to work with experts and young people to enable young people to assimilate manage and further develop complex plans.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Developed interpersonal skills and the ability to develop good working relationships with a variety of agencies to include colleagues in school, training providers, Youth Service, Social Care, Health, Careers and Youth Offending Service.</li> <li>• Developed communication and influencing skills in a variety of contexts with young people, i.e. one-to-one, group discussions and formal meetings through which consensus, decisions, team commitment and good outcomes are achieved.</li> <li>• Ability to work effectively on own initiative, manage time, achieve challenging outcomes to tight deadlines.</li> <li>• Willingness to learn and use new technology to improve working practices.</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Demonstrate previous successful experience of working with young people, who have faced difficult circumstances, some of whose behaviour may be challenging or chaotic, and supporting them to build confidence and achieve good outcomes under pressure.</li> <li>• Absolute personal commitment to the aims of the House Project, willingness to be accountable for outcomes for young people and a 'can do' approach necessary to achieve them.</li> </ul>	
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• A Levels/BTEC or equivalent qualified or equivalent experience</li> </ul>	
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Ability to offer advice and practical support out of office hours to the House Project and come in out of hours when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work unsocial hours, including evenings or weekends on occasions.</li> <li>• Valid car driving licence.</li> </ul>
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care (A & I)	

*[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]*

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