

## JOB DESCRIPTION: Primary Schools Co-Ordinator\*



<b>Job Title:</b>	Primary Schools Co-Ordinator*
<b>Hours :</b>	16 per week
<b>Salary:</b>	£20,475 pro rata
<b>Contract Type:</b>	12 month fixed-term contract (with potential for extension, subject to funding)
<b>Start Date:</b>	December 2021
<b>Probationary Period:</b>	3 months
<b>Responsible to:</b>	CEO
<b>Location:</b>	South Bank (with travel to schools in Middlesbrough and Redcar & Cleveland)

**\* Rubies requires the post-holder to be female. This is for a genuine occupational reason as set out in Schedule 9, Paragraph 1 of the Equality Act 2010**

### The Role:

We are looking for a new member of staff to take the lead in delivering our 8 week self-esteem courses in primary schools across Middlesbrough and Redcar & Cleveland. This is mainly with Year 6 girls but there may be scope to work with younger girls as the charity develops.

### About Rubies:

Rubies is an award-winning small charity focussed on empowering girls. The charity was founded in 2018 after research concluded that girls growing up in the Middlesbrough area are the most disadvantaged in the country.

Rubies now provides trauma-informed courses, workshops and confidence-building activities for girls aged 10+ across the Middlesbrough and Redcar & Cleveland local authorities.

**Our Vision:** *“To encourage girls to discover their strengths and know their true worth...”*

**Our Values:**

- Respect
- Understand
- Believe
- Inspire
- Encourage
- Stay Safe

### Our Aims:

We are working towards achieving our vision by providing support that helps girls to:

1. Increase self-esteem
2. Build resilience
3. Stay safe

## Description of duties & responsibilities:



- Provide caring, compassionate & empathic support for girls who may be facing a range of personal, social, and emotional challenges
- Lead trauma-informed self-esteem courses for girls in primary schools
- Support volunteers to assist with the delivery of self-esteem courses
- Prioritise the physical safety and emotional wellbeing of girls by adhering to Rubies' safeguarding policy and procedures at all times
- Manage safeguarding concerns and the sharing of sensitive information by liaising with teachers, teaching assistants and school safeguarding leads when required
- Maintain clear, accurate, appropriate and up-to-date records
- Complete administrative tasks to support with the smooth running of primary school courses eg: collating referrals, filling out session logs, putting together evaluations
- Carry out monitoring and evaluation tasks to ensure Rubies is continually improving the support we offer
- Provide feedback to schools as part of the monitoring and evaluation process
- Undertake a range of in-house and external training courses to support the provision of trauma-informed support for girls
- Assist the CEO to prepare reports for funders/our charity trustees
- Attend and contribute to regular team meetings
- Attend and contribute to regular supervision meetings with the CEO
- Respect confidentiality at all times and never share details or information about girls, staff or volunteers outside of Rubies
- Abide by our Code of Conduct for working with young people at all times
- Work within Rubies' policies and procedures in relation to health & safety, equality & diversity, IT and social media and risk assessment at all times
- Occasionally assist with other projects when cover is required by other parts of the staff and volunteer team

*The above list is not exhaustive and other duties may be occasionally be required, including attending training and other events that may fall outside of normal working hours.*

**PERSON SPECIFICATION: Primary Schools Co-Ordinator**



ESSENTIAL	DESIRABLE
<p><b>Skills, Knowledge &amp; Experience:</b></p>	
<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• A proven ability to build a rapport with young people from a wide range of backgrounds</li> <li>• Experience of working with young people in small group setting</li> <li>• Experience of working with young people on a 1-2-1 basis</li> <li>• A thorough understanding of the issues local children and young people are facing and how these impact their daily lives, with a particular focus on the challenges that affect girls</li> <li>• An excellent understanding of the principles of safeguarding and how they relate to children and young people and the organisations that support them</li> <li>• Experience of liaising with a range of agencies and professionals that support children and young people</li> <li>• Experience of working in a confidential environment and the ability to maintain personal and professional boundaries</li> <li>• Excellent team-work skills, as well as the ability to take the lead when required</li> <li>• Excellent organisational and administrative skills</li> <li>• Good IT skills, including use of Word, Excel, email and electronic diaries</li> </ul>	<ul style="list-style-type: none"> <li>• Listening / counselling skills</li> <li>• Experience of working with children and young people in an educational setting</li> <li>• An understanding of SEND and experience of supporting children and young people with additional needs</li> <li>• A good understanding of trauma and its impact on the body and brain</li> <li>• A good understanding of Adverse Childhood Experiences and their impact upon children and young people</li> <li>• Experience of making safeguarding referrals and maintaining accurate and appropriate safeguarding records</li> <li>• Experience of managing staff and/or volunteers</li> <li>• Experience of working in the charitable/voluntary sector and an understanding of the challenges involved</li> <li>• Experience of managing a project budget</li> </ul>

ESSENTIAL:	DESIRABLE:
<b>Education &amp; Qualifications</b> (proof will be required)	
<ul style="list-style-type: none"> <li>Educated to a minimum of A Level / Level 3 standard</li> </ul>	<ul style="list-style-type: none"> <li>A degree in a relevant subject</li> <li>Listening / Counselling Skills qualifications</li> <li>Relevant vocational or work-based training and qualifications</li> </ul>
<b>Personal attributes and qualities</b>	
<ul style="list-style-type: none"> <li>Compassionate</li> <li>Empathic</li> <li>Non-judgemental</li> <li>Honest</li> <li>Flexible/adaptable</li> <li>Reliable</li> <li>A team player</li> <li>Calm under pressure</li> <li>Punctual</li> <li>Commitment to personal and professional development</li> </ul>	<ul style="list-style-type: none"> <li>Some lived experience of the issues local girls are facing and the ability to use this <b>appropriately</b> to support others</li> </ul>
<b>Other Requirements</b>	
<ul style="list-style-type: none"> <li>Full clean driving licence and access to a vehicle for work</li> <li>Willingness to undergo an Enhanced DBS Check</li> </ul>	

Please return your completed application form via email to [admin@wearerubies.org](mailto:admin@wearerubies.org)

Or mark the envelope as confidential and post to:

Rubies  
 14 Middlesbrough Road  
 South Bank  
 Middlesbrough TS6 6NR

If you'd like to discuss any aspects of the role, please contact Liz Edwards CEO on 07307 848057 for an informal conversation...we would love to hear from you!

**Closing date for applications: 9am on Monday 15<sup>th</sup> November 2021**

**Applications received after this will not be considered.**

**Interview Date: Friday 19<sup>th</sup> November 2021**

