

**JOB DESCRIPTION: Project Worker\***

**Job Title:** Project Worker

**Hours :** 16 per week

**Salary:** £21,450 pro rata (£11 per hour)

**Contract Type:** 12 month fixed-term contract (with potential for extension, subject to funding)

**Start Date:** September 2022

**Probationary** 3 months

**Period:**

**Responsible to:** CEO

**Location:** Middlesbrough /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 lead self-esteem sessions in schools across Middlesbrough Redcar & Cleveland. These will be for girls in Years 6 and 7 to support with the transition to secondary school. The role will also involve supporting with after school GLOW groups for girls in Year 7-11 in order to provide them with a safe space to relax, learn and grow in confidence. The Project Worker will also support with the development of new projects as the charity continues to expand the range of trauma-informed support we can offer.

**About Rubies**:

Rubies is an award-winning small charity focused 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: R**espect

**U**nderstand

**B**elieve

**I**nspire

**E**ncourage

**S**tay 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:**

**Schools Work:**

* Lead trauma-informed self-esteem sessions in schools, in the form of our established 8 week programme for Year 6 & 7 girls
* Build appropriate, supportive relationships with girls from a range of backgrounds
* 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, contributing to evaluations
* Support volunteers to assist with the delivery of self-esteem courses

**GLOW Girls Groups:**

* Support with leading weekly GLOW sessions on Wednesday evenings, alongside group co-Ordinators and volunteers
* Prepare materials and resources for weekly sessions as required
* Encourage girls to develop confidence and to try new activities by acting as a role model for them during the sessions
* Complete administrative tasks to support with the smooth running of GLOW groups eg: attendance logs, parental consent forms, social media updates
* Contribute to the planning of sessions on a termly basis and to project evaluations

**Project Support:**

* Support with the development of new trauma-informed projects for girls as opportunities arise
* Attend and contribute to regular Rubies team meetings
* Attend and contribute to regular supervision meetings with the CEO
* Prioritise the physical safety and emotional wellbeing of girls by adhering to Rubies’ safeguarding policy and procedures at all times
* Abide by our Code of Conduct for working with young people at all times
* Respect confidentiality and never share details or information about girls, staff or volunteers outside of Rubies
* Work within Rubies’ policies and procedures in relation to health & safety, equality & diversity, IT and social media and risk assessment at all times
* Undertake in-house and external training to support the provision of trauma-informed support for girls

*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: Girls Group Co-Ordinator**

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| **ESSENTIAL** | **DESIRABLE** |
| **Skills, Knowledge & Experience:** | |
| * A proven ability to build a rapport with young people from a wide range of backgrounds * Experience of working with young people in small group settings * 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 * An excellent understanding of the principles of safeguarding and how they relate to children and young people and the organisations that support them * Excellent communication skills * The ability to maintain personal and professional boundaries * Excellent team-work skills, as well as the ability to take the lead when required * Good organisational skills * Good IT skills, including use of Word, email, excel and electronic diaries | * An understanding of SEND and experience of supporting children and young people with additional needs * Experience of working with young people on a 1-2-1 basis * A good understanding of Adverse Childhood Experiences and their impact upon children and young people * Experience of making safeguarding referrals and maintaining accurate and appropriate safeguarding records * Experience of managing staff and/or volunteers * Experience of working in the charitable/voluntary sector and an understanding of the challenges involved |
| **ESSENTIAL:** | **DESIRABLE:** |
| **Education & Qualifications** (proof will be required) | |
| * Educated to a good standard, including passes in Maths and English | * Relevant vocational or work-based training and qualifications eg: youth work |
| **Personal attributes and qualities** | |
| * Compassionate * Approachable * Honest * Flexible/adaptable * Reliable * A team player * Calm under pressure * Sense of humour | * Some lived experience of the issues local girls are facing and the ability to use this **appropriately** to support others |
| **Other Requirements** | |
| * Willingness to undergo an Enhanced DBS Check * Full driving licence and access to a vehicle for work |  |

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 would like to discuss any aspects of the role, please contact Liz Edwards CEO on 07307 84857 for an informal conversation…we would love to hear from you!

**Closing date for applications: 5pm Thursday 18th August 2022**



**Interview Date: TBC**