

Job title:	Online Digital in Fostering Project Officer (12 months fixed term contract)
Grade:	OP5
Location:	West Midlands (remote working possible)
Responsible to:	Head of Fostering
Responsible for:	N/A
Overall Purpose:	This role is focussed upon coproducing new policy and practice for online safety in foster care with young people. You will achieve this by supporting young people in foster care through workshops and other methods to scrutinise, review and redevelop policy and procedures relating to safe online experiences.

Our vision is for every child and young person to be safe, loved and happy, to achieve their potential and have a bright future.

Our mission is to create brighter futures for children and young people by

Caring about children, young people and our colleagues.

Being **Respectful** of every individual and value the strengths in everyone.

Being **Professional** and committed to reflection and continuous learning.

Being **Flexible** and agile so that we can be fit for the future.

Being **Honest** about what we can do and optimistic about the future.

Being **Creative** and passionate about positive change.

You will achieve this by:

1. Establishing trusting, positive and warm relationships with young people to enable young people to feel confident to express their wishes and feelings whilst maintaining appropriate and professional boundaries.

2. Safeguarding and promoting the welfare of the young people living in foster care by adhering to and updating their risk assessment as well as taking practical steps to ensure their safety throughout the project.
3. Identifying with young people what they need to develop online safety in fostering policy and procedures that meet their diverse needs including safeguarding, reflective of their lived experiences.
4. Liaison with the Head of Fostering and grant funders to complete regular progress reports to a high professional standard using mixed media.
5. Empowering young people to express their views and participate in decisions that affect them, as appropriate to their age and ability, and to take their wishes and feelings into account.
6. Working in a participative way and sharing reflective practise with our Participation lead and team.
7. Encouraging young people to fully participate in society by developing links with the community and expanding their social network, and consideration of how this applies to an online context within foster care.
8. Being willing and capable to successfully complete training in safeguarding, online safety and data protection.
9. Taking responsibility for ensuring the health and safety of children and young people participating in the project.
10. Contributing to team meetings and regular supervisions in line with St Christopher's policies and procedures.
11. Working flexibly to meet the changing demands of the service by taking on any additional tasks and responsibilities to ensure the timely completion of the project aims to specified standards.
12. Taking responsibility to ensure records are maintained, accurate and up to date, both paper and electronic, including report writing and contributing to presentation and policy formation
13. Adhering to and promoting St. Christopher's Equality and Diversity policy in all aspects of our work and to actively challenge discriminatory practice.

14. Promoting and implementing all of St Christopher's policies and procedures, within the relevant legislative and regulatory frameworks, including reporting to a line manager, or other appropriate person, malpractice or evidence which may suggest it.

The duties as outlined in this job description are not exhaustive and may change from time to time due to the changing nature of the working environment. You are expected to carry out all appropriate tasks necessary to meet the needs of the service, or as may be requested by your manager.

Person Specification

The following are objective criteria, essential for the performance of the role, which will be used to shortlist candidates for interview. You should ensure that you cover these criteria in the supporting statement that forms part of your application form.

	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
EXPERIENCE & KNOWLEDGE	At least 1 years' experience working with children and young people.		
	Experience of listening to young people's views and ensuring that they are involved in decisions about their life.		
	Experience of leading group activities.		
	Experience of using creative methods to support young people to develop self-awareness, confidence and resilience.		
	Experience of mentoring children and young people through the learning process, working closely to identify strengths and development opportunities.		
	An understanding of the issues affecting looked after children and those on the edge of care.		
	A basic understanding of the Children Act 1989, Leaving Care Act 2000, knowledge of good safeguarding practice, human rights and participation.		
	Knowledge of relevant digital rights for young people in the UK.		
	Knowledge of Safeguarding in a foster care context; concerns and issues around young people's digital lives.		
SKILLS & ABILITIES	Excellent communication and dynamic interpersonal skills, with the ability to initiate and maintain effective communication, honest and supportive relationships with young people, colleagues and external agencies.		
	Ability to deal with complex issues in a sensitive and appropriate manner.		

	Commitment to reflective practice and learning and development.
	Ability to create resources to support learning across a range of areas.
	Ability to use creative methods to involve children and young people.
	Good time management and organisational skills, working both independently and as a team member.
	A commitment to equality opportunities and the ability to promote diversity in the context of the job.
SPECIAL REQUIREMENTS	The ability to work in multiple locations and evening and weekends.
	The flexibility to respond to need and led by the voice of young people.

St Christopher's Fellowship has a minimum age requirement of 21 for roles working directly with children and young people in our residential and semi-independent Homes.

St Christopher's is committed to equal opportunities and welcomes applications from all sections of the community. We particularly encourage applications from males and older candidates, who are currently under-represented within St Christopher's Fellowship.