

ST CHRISTOPHER'S FELLOWSHIP

Job Description

Job Title:	Apprentice Youth Researcher with Customer Services Level 2 qualification or Business Admin Level 3 qualification
Grade:	CS8
Responsible to:	Life Skills & Participation Coordinator
Location:	Based across London residential services and Putney Head office

Hours of Work: 35 hours per week (including 20% study time to work towards qualification) spread across seven days including evenings and occasional weekends- 1-hour lunch break.

Role Profile:

The Staying Close project explores ways that care leavers can be better supported to make transitions into living independently whilst maintaining important relationships with people who they trust such as staff from their former children's homes.

The successful candidates will be working with and under the supervision of the project manager and life skill coordinator.

The successful candidates will provide a platform for young people and care leavers to have a say on how the project is run and on important decisions about their care.

The successful candidates will assist in the planning and delivery of a completely young people led event and campaigns addressing young people's views on their journeys into independent living.

Key Responsibilities:

- Consultation of young people in St. Christopher's London residential homes in a variety of ways to provide them with a strong voice in their pathway and care plans.
- Undertake peer research work with young people to establish the honest experiences of young people and their needs around preparing for and living independently
- Engage young people in a variety of settings on a regular basis to better understand their needs and to represent them at meetings and to guide your work.

- Inform the line manager about effectively working with and supporting vulnerable young people.
- Co-produce campaigns with young people addressing key issues
- Support the development of social media and an effective digital presence
- Begin to develop resources and effective vehicles to ensure the involvement of young people and feeding their needs and ideas into decision-making.
- Provide other young people with information about their rights and support services.
- Record, monitor and evaluate your work
- Learn how to prepare and present short written reports about your work
- With support deliver presentations at professional meetings keeping them updated with the work of Staying Close

An ability to complete a complex and demanding learning programme with external examinations is a requirement for this vacancy.

Person Specification

This position requires Enhanced Vetting

- **Education**

1. GCSE Math's and English is preferable but not a requirement
2. If you do not have a 'C' grade in math's and English or equivalent you'll need to be prepared to gain an equivalent qualification alongside this role:
 - a. Level 1 Maths/English required for the Customer Services Level 2 Qualification.
 - b. Level 2 Maths/English required for the Business Admin Level 3

- **Experience**

1. Experience of leading and managing group activities or events (experience with family, friends, colleagues and within work or education settings welcome)
2. Experience of advocating for change

3. Experience of building relationships across a diverse range of people
4. Experience of report writing
5. Experience of listening to, understanding and feeding back the experiences of others

- **Skills and abilities required**

1. A genuine interest in hearing young people's voices from local communities and in care settings.
2. Direct experience and/or very good understanding of the issues affecting young people growing up in care, and a good understanding of the impact that such challenges have on the lives of care experienced young people.
3. Ability to engage and build relationships with peer groups of care experienced young people to gain their views and experiences.
4. Highly motivated to support care experienced young people to engage with Staying Close activities.
5. A good understanding of how the Staying Close project may best be able to support care experienced young people, either directly or through working with the adults around them.
6. Ability to understand the importance of confidentiality within the workplace.
7. A good understanding of the importance of redirecting complex, challenging and sensitive information.
8. Ability to deal professionally with the public and partners in all forms of communication.
9. Accurate with excellent attention to detail.
10. Able to follow instructions and work to deadlines
11. Effective communication skills with a good standard of grammar and spelling.
12. Good knowledge of Microsoft Office (specifically Word, Excel and PowerPoint) and other relevant online resources.
13. Able to work flexibly as part of a team, asking for and giving support as needed.
14. Able to use initiative and learn to prioritise own workload.

15. Aware of equality and diversity and health and safety.
16. Able to understand the importance of being punctual and the impact that sickness absence has on the effectiveness of the team.