**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Vulnerable Adolescents Supported into Adulthood (VASA) Coordinator  | **Grade**: PO3 |
| **Section:** Community Safety  | **Directorate:** Chief Executives Group |
| **Responsible to following manager:**Jamie Endrizzi, Serious Violence Manager | **Responsible for following staff:**N/A |
| **Post Number/s:** | **Last review date:**  |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils with additional responsibilities for Kingston Council. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

The post-holder will work as part of the Community Safety Team and report to the Serious Violence Manager, working within Richmond and Kingston. The post-holder will assist in the coordination of the Vulnerable Adolescents Supported into Adulthood (VASA) Panel, a partnership approach between organisations in the Kingston and Richmond boroughs to consider cases of young adults who remain at high risk of contextual harm despite previous intervention efforts, at the point of transition into adulthood or up to 25 years. The VASA Coordinator will assist the panel to manage, reduce or remove risk by sharing responsibility and maximising a co-ordinated multi agency approach. The post holder will also hold cases and provide services to young people at risk of sexual or criminal exploitation, including county lines or display behaviours that pose a risk to themselves and others and where all the usual channels have been exhausted.

They will work in collaboration with the lead professional (for example National Probation Service) to deliver or source a variety of relationship based 1-2-1, or targeted group work, and interventions to support young people. The interventions will be designed to divert from offending and increase safety for young people by identifying concerns and alternative positive activities. The work centres on the importance of creating safety in relationships – with a primary carer, trusted adult, or consistent professional. If a young person does not have a key worker, this role will take up that responsibility. The post holder will also hold and be responsible for a dedicated budget to provide bespoke support for interventions and support.

The work is bespoke, consent based, and service user led. In this role the VASA Coordinator will work hard to find creative ways to engage with all young people and work with them on a range of different areas that could be affecting their lives/risk of or experience of exploitation such as:

* Self esteem
* Risk of exploitation
* Healthy relationships
* Sexual health
* Safety planning
* Developing resilience
* Positive problem-solving skills
* Handling conflict

The role will ensure that through persistent and assertive engagement and support; young people and their families will make and sustain positive behavioural changes and be able to live safer, healthier, happier lives free from harm and risk associated with serious violence and exploitation.

**Specific Duties and Responsibilities**

1. To manage a complex caseload with a high degree of personal accountability and discretion, undertaking 1-2-1 and co-working; working closely alongside key lead professionals and colleagues from across Richmond and Kingston Community Safety, Achieving for Children, Probation, HM Prison Service, Mental Health, MPS, and other partner agencies to deliver best practice through an integrated response
2. To develop and implement referral pathways, including the creation of a referral form to support young people into the programme and expand the cohort.
3. In conjunction with Serious Violence Manager reporting on impact of interventions required by the Violence Reduction Unit and Community Safety Partnership.
4. Coordination of the VASA Panel.
5. To plan quickly and effectively, working alongside young people to achieve shared goals, providing a clear plan to sustain progress when involvement of the service ceases: working effectively with colleagues to promote better outcomes for young people.
6. To plan and deliver interventions on an individual, family and group basis which are delivered in a range of ways and places including but not exclusive to activities for families, family support, group work which may take place in the community, school or home .
7. Provide tailor-made interventions to respond to individual needs and risks making use of home visiting, outreach, school interventions, and a range of other work strategies to engage young people’s interest and engagement in the service.
8. Responsibility and management of a funding pot specific to providing bespoke support/intervention solutions for young people.
9. Support young people with practical matters such as benefits, housing, education, training and employment, parenting, sexual health. Provide swift and easy access to relevant agencies and rapid responses to service users, allowing fast solutions and reducing the need for continued reliance on illegal activities that may lead to exploitation, imprisonment, or violence
10. To provide some specific targeted activities for children and families we know are particularly vulnerable to exploitation e.g. young carers, children living with or having lived with domestic violence and abuse, parents with mental health or substance misuse and specific BAME groups
11. To ensure that children and young people are safeguarded and that concerns for their safety are reported swiftly using the appropriate safeguarding processes.
12. To set-up and record work on ECINs database and coordinate the use of ECINs for the VASA panel.
13. To undertake impact evaluation using the designated tool with all young people when starting and finishing work.
14. To locate and develop contacts with key agencies within the community such Housing, National Probation Service, Health, community volunteer projects, etc. which can lend ongoing support towards change and diversion
15. To work together with a range of professionals and partners to delivery activities and groups that build pro-social relationships, emotional regulation, positive risk taking and resilience
16. To undertake evaluation at the beginning and end of each group work course.
17. To work closely with our partners in the National Probation Service, Community Safety, Housing, education, health, and social care to ensure the right families are accessing the Early Help Offer
18. To work flexibly across a range of sites and settings and delivering sessions in the evenings and at weekends as required
19. To maintain professional expertise, as a minimum in one or more of the following areas – whole family approach, adolescents, contextual safeguarding, special educational needs, and disabilities, working with children with complex needs
20. Be a trusted person for identified children and families
21. To take on key responsibilities as laid down by the Serious Violence Manager. This includes developing specialist knowledge, sharing best practice, deputising, or running key initiatives across both boroughs

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Richmond and Kingston.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures, and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people, and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

* Post holder will be expected to work flexibly across two locations (Richmond Civic Centre and Kingston Council Town Hall) as well as having working from home arrangements. The post holder will also be expected to meet with partners/community organisations in the community where necessary.
* To work evenings and weekends as required to provide a high-quality service and ensure engagement meets the targeted audience.

**Team structure**

**Person Specification**

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**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

* **Being open**. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.
* **Being supportive**. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.
* **Being positive**. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by** **A**  **&** **I/ T/ C (see below for explanation)** |
| **Knowledge**  |
| Of policy, legislation, guidance, and best practice in safeguarding young people who are at risk of or being exploited | A/I |
| Of the development of children and young people and the needs of vulnerable exploited children and young people | A/I |
| Of working in diverse communities | A/I |
| Of the impact of trauma, adverse childhood experiences and poor attachment | A/I |
| Of relevant inspection frameworks and their associated standards | A/I |
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| **Experience**  |
| Experience of partnership or multi-agency work to achieve shared objectives. | A/I |
| Of working directly with adolescents and young adults affected by CSE, Missing, Criminal exploitation, youth violence, gangs, missing, county lines and their families in a social care or non-statutory environment  | A/I |
| Have a good understanding of working in partnership with services for young adults. | A/I |
| Of improving outcomes by working in a strength-based manner with children, young people, and families | A/I |
| Of delivering group work and activities to create resilience | A/I |
| Of engaging and building trusted relationships with vulnerable and exploited children, young people, and families | A/I |
| Of safeguarding policies and processes | A/I |
| Of using IT and digital tools to support their work  | A/I/T |
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| **Skills**  |
| Ability to organise and prioritise own workload, within defined requirements for the role. | A/I |
| Good communication and interpersonal skills to deliver messages clearly and concisely and develop productive working relationships. | A/I |
| Basic knowledge of and ability to use standard IT packages (Microsoft Office and Outlook). | A/I/T |
| Communicating with children, young people, and their families in an open and non-judgmental way | A/I |
| Skills in being inquisitive and persistent when working with vulnerable families | A/I |
| Providing practical support to children, young people, and families to support them to thrive | A/I |
| Skills at writing and speaking in a clear and easy to read style that supports children, young people, and family engagement | A/I |
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| **Qualifications**  |
| A qualification at level 3 or above in a related area for example early years, youth work, family & social care, education, community work | A/C/I |

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**