

## JOB DESCRIPTION

**JOB TITLE:** Independent Visitor Coordinator

**OFFICE LOCATION:** Caernarfon or Wrexham

**LINE MANAGER:** Team Manager

**SUPERVISORY RESPONSIBILITIES:** All volunteers associated with the project

### **PRINCIPAL JOB PURPOSE:**

North Wales Independent Visitor Service is a regional service incorporating the counties of Anglesey, Gwynedd, Conwy, Denbighshire, Flintshire and Wrexham. The service will facilitate Independent Visitor matches to eligible children and young people 'looked after' or 'in need'. The service aims to improve the quality of life for vulnerable children and young people.

The Independent Visitor Coordinator will be responsible for the development and effective day to day coordination of the service including systems for effective evaluation, and will be responsible for recruiting and supervising volunteers, ensuring that the service's practice standards, aims and objectives and key outcomes are achieved.

### **DUTIES & RESPONSIBILITIES**

#### **Main responsibilities**

1. Develop and coordinate an independent and confidential service for children and young people in accordance with the Service Level Agreement.
2. Promote the independent visitor service to children and young people, carers, social workers and other professionals.
3. Recruit, select, induct, train and supervise volunteers in accordance with TGP Cymru's policies and procedures.
4. Receive requests for the service and liaise with referrers.
5. Meet with children and young people referred into the service in order to ascertain their hopes, needs and interests and to facilitate effective 'matches' with volunteers.
6. Match and introduce volunteers to children and young people.
7. Provide support, supervision and on-going training opportunities for volunteers including child protection training.
8. Convene opportunities for peer supervision and ensure that effective communication systems are in place.
9. Manage the project budget ensuring compliance with TGP Cymru's policy and procedures.
10. Ensure that accurate records are kept in accordance with TGP Cymru's policies and procedures and compliant with the Data Protection and Access to Records Legislation.
11. Ensure systems are in place to gather data for the purposes of monitoring, reviewing and reporting to co-ordinate the monitoring and evaluation of the Service's activity.

12. Ensure that child protection concerns are identified and appropriate decisions made regarding risk assessment and referrals to Social Services in conjunction with the line manager/ Safeguarding Officer.
13. Maintain good working relationships with Commissioners, key stakeholders and other Agencies.
14. An active member of Wales Independent Visitor Network.
15. Work to and maintain an up to date work plan.
16. Function as Health and Safety Officer for the Service.
17. Such other duties and responsibilities as may reasonably be required by the Organisation and which are consistent with grade.

### **WORKING CONDITIONS**

22.5 hours per week

In order to provide a service that is available and accessible for children and young people, some work outside of office hours is necessary requiring a flexible approach to the working week. Occasional weekend work and occasional overnight stays to attend training/ conferences/ events may be required. Travel to various locations requiring a full driving licence and access to transport.

### **Core competencies (Applicable to all staff) alongside specific National Occupational Standards**

<b>Communicating Effectively:</b>	Expresses information and ideas in a clear, concise and accurate manner; listens actively and ensures information is shared
<b>Respecting Individual and Cultural Differences:</b>	Demonstrates the ability to work constructively with people of all cultures gender and backgrounds
<b>Showing Team Spirit:</b>	Develops effective relationships with colleagues and team members within and across the organisation
<b>Managing Yourself:</b>	Manages own behavior in a self-reflective manner and seeks opportunities for continuous learning and professional growth
<b>Producing Results:</b>	Produces quality results in a service-oriented and timely manner and is committed to deliver agreed outcomes
<b>Embracing Change:</b>	Is open to new approaches and ideas, responds positively to change and adapts quickly to new situations

## PERSON SPECIFICATION

*(Specific to this role)*

*When completing your application form, please ensure you include evidence of how you meet all the essential criteria/requirements outlined. If you meet any of the desirable requirements, please also include evidence of this. Before completing the application form, you should ensure you read 'Guidelines for completing the application form'*

REQUIREMENTS	ESSENTIAL/ DSIRABLE	HOW MEASURED Application Form (A) Interview (I) Documentation (D) Test (T)
<p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>Professional qualification in social work, youth and community work or related discipline such as Health and Education, or considerable relevant experience</li> </ul>	D	A – D
<p><b>EXPERIENCE OF:</b></p> <ul style="list-style-type: none"> <li>Direct work with children and young people</li> <li>Recruitment, selection and supervision of either staff or volunteers</li> <li>Coordinating volunteers</li> </ul>	E  E  E	A-I  A-I  A-I
<p><b>SKILLS, KNOWLEDGE AND UNDERSTANDING</b></p> <ul style="list-style-type: none"> <li>Management and Leadership</li> <li>Clear understanding of the role of volunteers</li> <li>Issues and legislation affecting Looked After children and young people</li> <li>Good communication skills with a range of audiences</li> </ul>	D  E  E  E	A-I  A-I  A-I  A-I
<p><b>OTHER</b></p> <ul style="list-style-type: none"> <li>The ability to speak Welsh</li> <li>Full driving licence and access to own vehicle</li> </ul>	D  E	A – I  A - I