**Belfast South SIF Early Intervention (BSEI) Project**

**Role Profile:**

**Job Title:** Transitions Project Worker

**Accountable To:** Manager of BSCR

**Location:** Belfast South Community Resources, 127-145 Sandy Row BT125ET

**Salary:** £21450 pro rota 20 hrs pw

**Hours of Work:** 20 hours per week, contract until 31 Aug 2019 **Leave:** Holiday entitlement will be calculated on a pro-rata basis

**Accountability***:*

The post-holder reports directly to the Education & Youth Coordinator, who will then update the Management team of BSCR on a regular basis.

**Overall responsibility:**

The successful candidate will support the Transitions Project Co-ordinator on a new initiative - Big Step & 7 UP Transitions Programme, designed to support children and their parents impacted by transition from nursery to primary and primary to post primary school,

**Main Duties:**

1. To assist the Project Transitions co-ordinator in developing, implementing, reviewing and evaluating the project.
2. To engage and build relationships with local nursery, primary and post primary schools within the south Belfast SIF zone area
3. To Deliver Transition programme to pupils in Primary 7 transitioning to year 8 in a range of venues throughout the South Belfast SIF Zone Area
4. To engage with and support participants who have transitioned to year 8
5. To Deliver workshops and support parents of children who are making the transition from nursery to primary and primary to post primary school in a range of venues within the South Belfast SIF Zone Area
6. To show good communication skills with teaching staff, SENCO, principal of participating schools and provide updates as and when required
7. To refer participants into other strands of the Belfast South Early Intervention Programme where necessary
8. To engage with parents of children involved with the project to ensure their involvement and support.
9. Liaise with other departments at BSCR to ensure that the programme is adequately resourced.
10. To engage in monitoring and evaluation as necessary, including the completion of monthly reports.
11. To ensure BSCR’s procedures are adhered to regarding:  
      
    **a.** Health & Safety Regulations and Procedures  
    **b.** Child Protection

**Additional Notes:**   
    
This position gives the post-holder access to children and/or young people, and will therefore be required to disclose details of any criminal convictions, including spent, bind-over orders and cautions, in accordance with the Access NI Vetting and Baring Scheme and our organisation’s Children Protection Policy and Procedure.  An Access NI check will be carried out.  By applying for this position, you agree to the organisation carrying out this necessary procedure, and agree that the update of the post is subject to successful clearance of this check.  
   
**Person Specification:**  
  
**Essential Criteria**

The successful applicant must be able to evidence the following:

1. NVQ/QCF level 2 in Children’s Care learning & Development or equivalent or 2 years experience in one or more of the following

* Working directly with parents
* Working in a youth setting
* Classroom assistant

1. Math and English GCSE or equivalent at grade C or above
2. Good ICT skills
3. High standard of written and oral communication - with staff, pupils, parents and community
4. Ability to adapt to changing circumstances accepts and embraces new ideas, initiatives and change positively
5. Ability to motivate, encourage and inspire confidence in pupils and parents
6. Ability to work as part of a team and to contribute to decision-making
7. Successful candidate must have own transport as travel to venues throughout the South Belfast SIF Zone is essential for delivery of Programme

**Desirable Criteria**

1. Teaching certificate or equivalent
2. Experience in developing educational support programmes for children and or young people
3. At least two-year’s experience in one or more of the following - community-based youth projects, classroom based work experience, educational support work.
4. Some SEN training eg. ADHD

**Staff Development**

1. To undertake any training required in regards to the Transitions Programme
2. A commitment to the responsibility of safeguarding and promoting the welfare of young people
3. Willingness to undertake Child Protection training when required

**This project is funded by the Northern Ireland Executive's Social Investment Fund.**

**This document should not be taken as constituting conditions of employment**