

# Role Specification

## Education & Wellbeing Specialist (C-Card)

**Post:** Education and Wellbeing Specialist (C-Card)  
**Reports to:** Education & Wellbeing Coordinator

### Overall Purpose of the role

To develop and deliver Brook's Education and Wellbeing work with young people in a variety of settings, ensuring effective delivery against commissioned contracts as well as programmes that generate additional income for Brook.

Higher graded roles will facilitate training for adults, parents and carers and may be required to liaise with Social Care and Police, work within multi agency teams and coordinate Safeguarding concerns and referrals.

### Key responsibilities

- To create an empowering, non-judgemental, positive and welcoming atmosphere within Brook Education, emphasising self-determination and assisting young people to make plans and decisions and to accept responsibility
- Empower and encourage all young people to access Brook programmes with particular emphasis on 'at risk' groups as defined by the organisation
- Deliver tailored educational programmes for high-risk groups, universal groups or individuals that will enhance their self-esteem and reduce risk-taking behaviours
- Assist in the development, delivery and evaluation of training programmes and support other professionals involved with young people to help develop their skills, knowledge and confidence in the effective delivery of Sex and Relationships Education
- Undertake initial consultations with clients including a social and lifestyle history, using the Fraser guidelines and Brook's Client Core Record
- Undertake brief interventions during client consultations through Brook's Health and Wellbeing agenda, promoting Brook's holistic approach that sees the individual's health and wellbeing, emotional, physical, sexual, mental and social needs are met in accordance with the IMB Framework
- Work within Brook's internal pathways to refer clients to the appropriate professional team member or external service
- Work within national, professional guidelines and Brook's Protecting Young People (PYPP) policy where there are safeguarding issues with clients, and refer to the Designated Safeguarding teams in accordance with Brook's Safeguarding referral pathway
- Where appropriate, work within Multi Agency Teams to assist social workers and the Police to fulfil their statutory obligations to children in need of help or protection
- Monitor and evaluate work as required, keeping secure written and statistical records of work undertaken and providing reports as required
- Represent Brook Education and Wellbeing at events, conferences, meetings etc.

- Achieve volume, activity and income targets as agreed with the Education and Wellbeing Coordinator
- Promote awareness of the services offered by Brook, among vulnerable and disengaged young people (particularly under-represented or marginalised groups and those who work with them)
- To establish and maintain rapport and respectful and trusting relationships with children, parents, carers and other professionals whilst providing 'persistent and challenging support'
- To ensure a healthy and safe working environment for clients and other staff whether in an office, education and training venue or outreach environment

### C Card Scheme

- Build and maintain relationships with organisations delivering the condom scheme and support them to deliver a quality service to young people
- Work with local sexual health services to support development of referral pathways and ways to support the scheme
- Undertake outreach work to promote the condom card scheme
- Run Sexual Health Sessions in Schools and Youth Clubs in order to promote and advertise the scheme, registering Young People at the events
- Plan, Advertise, deliver and evaluate C-card training for professional to setup of new sites including on-site training
- Manage operational relationships with C: Card site personnel to ensure compliance with the scheme, identify any training needs and issues and to improve monitoring
- Support the setup of new sites including on-site training on the Data System, setting working agreements and quality criteria
- Ensure staff are trained and understand relevant policies, including safeguarding and the requirements for being part of the scheme
- Produce timely data and reports for the E&W Coordinator, Service Manager and Commissioners
- Liaise with and attend meetings with commissioners/ contractors
- Ensure that registration and distribution sites collect data on a regular basis
- Ensure all members of the scheme are kept up to date of local sexual health providers and referral pathways
- Support the evaluation of the scheme including supporting young people to mystery shop outlets
- Record all activity for monitoring and evaluation purposes

**NB:** This job description identifies the key responsibilities and requirements. It is not an exhaustive list of tasks that need to be completed. Brook reserves the right to amend the job description as the role develops with the organisation.

## Person Specification

Successful applicants will be able to demonstrate they meet the following criteria.

**Education and Wellbeing Specialist C Card v 1 \_September 2018**

### **Experience**

- Demonstrable experience of working with groups of vulnerable young people
- Experience of the issues affecting young people, particularly vulnerable or excluded groups
- A minimum 2 years of experience working with and for young people

### **Skills and Abilities**

- Excellent communication skills, especially with young people and excluded groups
- Ability to network and build sustainable working partnerships with other agencies and key stakeholders
- Ability to organise own workload and work without direct supervision

### **Knowledge**

- Understands the importance of maintaining Brook's confidentiality policy for young people and the legal provisions in the Data Protection Act
- Has knowledge of social and situational factors influencing young people's sexual health and wellbeing
- Knowledge and understanding of the law, guidance and safeguarding issues relating to advice and treatment offered to under-16s
- Understands the principles of equality and diversity

### **Education and training**

- Educated to GCSE level (minimum 5 passes) or equivalent
- Has a 'train the trainer' qualification with evidence of experience in face-to-face professional delivery

### **Other requirements**

- Committed to working in an anti-oppressive way and striving to create equal opportunities for young people
- Maintains strict confidentiality concerning all Brook matters
- Ability to be flexible in terms of working hours, including occasional evening and weekend working
- Holds a current driving licence and has use of own vehicle (work related mileage will be paid if authorised)