



Young Person's Action Research Officer - Job Description

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| Job Title: | Young People's Action Research Officer |
| Reporting to: | Head of Client Services & Development |
| Salary: | £25,000 pro rata |
| Working hours: | 15 hours per week |
| Contract length: | 3 years |
| Location: | Slynedales, Lancaster |
| Date updated: | June 2017 |

Overview

This is a new post for CancerCare. The post holder will work with teenagers to co-design and deliver

- Peer support groups
- An outreach counselling service
- A piece of work around consent

The project is funded by Children in Need and will be delivered as a piece of action research in order to ensure that we stay on track to develop a service by and for those who require it.

The post holder will design the new service with young people in North Lancashire. They will trial it and evaluate it and make adjustments before the next round of delivery. Once the new aspects of the service have been tested and young people believe that it is fit for purpose we will roll it out in South Cumbria.

Main Duties and Responsibilities

Design:

- Understand the desk top research and consultation that has taken place with young people to date.
- Recruit young people over the age of 13 to be part of a steering group to help develop the new service.
- Work with young people as co-designers of the new service and ensure that their voice is heard by arranging focus groups.
- Recruit volunteers as required to support activities.

Delivery:

- Deliver the service to at least 134 young people over the life of the project.
- Develop and deliver a peer support programme to run twice a year over a 6 week block outside of school hours.
- Identify schools/young groups in which to provide an outreach counselling service across North Lancashire.
- Develop and implement the outreach counselling service in year 1 so it is fully up and running by year 2.
- Undertake research, with the help of young people and parents, into the possibility of providing our services to young people based on them giving their own consent rather than requiring parental consent.
- Explore new ways of reaching young people using safe social media outlets, focus groups, and support groups to extend CancerCare's reach.
- Ensure the safety of young people accessing the service and keep up to date with safeguarding legislation.

Partnership:

- Liaise with other providers e.g. CAMHS, schools, health and social care partners, charities.
- Attend the Children & Young People Multi Agency Forum.
- Signpost to other services and organisations in line with processes and protocols.

Evaluation:

- Ensure all counselling clients complete an SDQ and the data from these is analysed.
- Collect and collate quantitative data about the number of people who have been involved in the project.
- Design and implement a feedback form to demonstrate how well our outcomes have been achieved for individuals.

Additional Duties and Responsibilities:

- Produce reports as required for the Head of Client Services, CEO, Trustees and funders.
- Promote the aims and vision of CancerCare and safeguard its good name and reputation at every opportunity.
- To manage own workload and time.
- To carry out the duties of the post in accordance with CancerCare policies and procedures.
- Flexible approach to work patterns with hours to suit the needs of the role.
- To undertake any other duties as may be required from time to time by the Head of Client Services & Development.

Young Person's Action Research Officer - Person Specification

| Criteria | Essential | Desirable | How identified |
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| Qualifications and training | <ul style="list-style-type: none"> • Qualified youth worker or young person's therapist • Relevant experience • GCSE Maths and English, Grade C or above | <ul style="list-style-type: none"> • Evidence of continuous professional development | Application |
| Knowledge and experience | <ul style="list-style-type: none"> • Experience of working with teenagers in the development of services • Experience of running groups for young people • Experience of working in partnership with other organisations/stakeholders • Experience of seeking and incorporating people's views in the provision of services • Knowledge of safeguarding legislation | <ul style="list-style-type: none"> • Experience of working in voluntary sector or the healthcare sector • Experience of reporting to funders • Experience of Action Research | Application Interview Assessment |
| Skills and abilities | <ul style="list-style-type: none"> • Ability to safeguard the young people who access the service • Approachable and an excellent communicator with good interpersonal skills and ability to build relationships with outside agencies • Excellent team work skills • Strong self-motivation and the ability to work on personal initiative • IT literate • Ability to organise and prioritise own workload on a daily basis • Excellent written and oral communication skills including preparation of reports, minutes etc. • Monitoring and evaluation of services | <ul style="list-style-type: none"> • The ability to quickly build a rapport and working relationship with staff and volunteers at all levels | Application Interview Assessment |

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| Attitudes and values | <ul style="list-style-type: none"> • Championing and promoting the organisation • Committed to the principles of equal opportunities • Committed to the aims of CancerCare as stated in the vision & values • Non-judgemental attitude | <ul style="list-style-type: none"> • Knowledge of CancerCare's aims and organisation • Knowledge and understanding of the cancer journey and support services | Application Interview Assessment |
| Others | <ul style="list-style-type: none"> • Ability to travel throughout the areas where services are being delivered • Ability to do some evening work to run peer support groups and to attend young groups | <ul style="list-style-type: none"> • Ability to drive and move materials around easily | Application Interview Assessment |