

Welcome to The Benjamin Foundation



The Benjamin Foundation



Thank you for your interest in joining The Benjamin Foundation staff team

If you have any questions regarding this vacancy, please contact
our HR Department by email at
recruitment@benjaminfoundation.co.uk or on 07881 012553.



About us

For over 25 years' children, young people and families across Norfolk and Suffolk have been supported by The Benjamin Foundation to overcome big challenges in their lives.

Each night we accommodate 100 vulnerable young people, equating to over 40,000 safe nights sleep a year for local young people. They can finally feel safe from youth homelessness. We are proud to be the regional partner for the End Youth Homelessness campaign.

Each week 150 young people access our emotional wellbeing support. In the last year this equates to 7,500 emotional wellbeing support sessions improving their mental health, increasing their self-esteem and to finally feel understood.

Each year over 250 young people attended our youth work in the community to gain new life skills, expand their horizons and finally feel confident

Overall 2,000 local children and young people every year finally feel hopeful of a better future because of the work of The Benjamin Foundation.

The Benjamin Foundation are deeply connected to the local community, employing over 220 people in Norfolk and Suffolk

For more information about The Benjamin Foundation visit www.benjaminfoundation.co.uk



Practitioners Specialist Short Breaks for Children Attleborough

**Permanent, Part-time £11.70 per hour
154 hours over 22 sessions per annum**

**Company Pension Scheme with 6% employer contribution, Employee
Assistance Programme & other benefits**

**Are you looking for an exciting new challenge to work within a charity that
provides positive activities and opportunities to children and young people?**

Our Specialist Short Breaks Service Groups provide friendships, independence and fun experiences and opportunities for children and young people with a range of disabilities and individual needs while providing respite for their carers from their caring responsibilities.

We are seeking a suitably qualified and/or experienced Practitioner to support the Senior Practitioners and Team Leader in the planning and delivery of Specialist Short Breaks group sessions at our venue in Attleborough. There are 22 sessions per year to take place one Saturday each month with the remainder during school holidays. This exciting role is perfect for those seeking the opportunity to earn an income whilst juggling other commitments.

You will be committed to providing a child centred, fun, safe and positive environment for the children. The group will offer a range of stimulating, play, activities and experiences and will involve the children and young people in the planning of these. You will offer individual support to young people with high support needs and advice and guidance to parents of children with disabilities.

You will hold a relevant qualification and/or experience of working with children with a diverse range of individual needs.

The Benjamin Foundation is committed to safeguarding and promoting the welfare of young people. An enhanced DBS check will be required for successful applicants.

The Benjamin Foundation embeds the Nurtured Heart Approach[®] which creates strong and improved relationships by focusing on positive behaviour rather than energising negativity, providing clear rules and consequences, creating an environment in which people thrive.

**Interview Date: Shortlisted candidates will take part in an online Safer
Recruitment Interview (date TBC) and an online Selection Interview (date
TBC)**

Specialist Short Breaks Practitioner - Job description

Job title:	Specialist Short Breaks Practitioner
Employer:	The Benjamin Foundation
Location:	Attleborough
Contract:	Permanent, Part-time
Salary:	Point 20
Hours of work:	154 hours per annum (to be worked as one Saturday per month other sessions will be in school holidays)
Department:	Children and Young Person's Services
Reporting to:	Specialist Short Breaks Team Leader

Job purpose

- To support the planning and delivery of the specialist short breaks group sessions. (22 sessions per annum).
- Support the Senior Practitioner to ensure each group session is planned in advance and delivered to quality standards in a timely manner.
- Ensure that the children, young people and carers are part of identifying their goals to build their skills and experience, supporting them to build friendships and social networks in a fun safe environment.
- Record observations and incidents in a timely manner.
- To support the Team Leader with the monitoring reports as required.
- To support the Team Leader and Senior Practitioners to ensure that services are adhering to Ofsted and/or CQC standards and framework as required.
- Provide advice and guidance to parents of children with disabilities.

Main duties

Managing People, Resources and Finance

- To ensure that the voice of young people is inherent in the everyday and future development of the Specialist Short Breaks group sessions.
- Complete case studies and other forms of data capture for measuring outcomes.
- To help ensure venues are safe, suitable and cleared up at the end of a session
- To ensure young people attending the Specialist Short Breaks group sessions are safeguarded

Service Delivery

- Ensure that the voice of young people is inherent in the development and delivery of the group and activities

- Ensure the activities planned meet the aims of the service
- Be empathetic and responsive to the needs of young people
- To provide evidence against agreed outcomes as required
- Work within confidentiality and professional boundaries at all times
- Work to ensure the safety of all participants
- Build positive reciprocal working relationships with other team members and other agencies.
- Participate with the completion of evaluations after each session and report any concerns
- To maintain a working knowledge of local, national and regional policies relation to children and young people with disabilities.
- To offer individual support in the group session to young people with high support needs.

Internal Processes and Systems

- Follow and ensure all policies, regulations and standards of operation are complied with.
- To ensure high standards of health and safety are maintained and appropriate risk assessments are undertaken, reviewed and followed.
- To record data required by the wider Foundation, by funding and regulatory bodies and according to GDPR protocols.
- Record contact database for referrals into the service and service users

General

- To maintain key relationships to high standards at all times
- To attend and participate in team meetings as required.
- To adhere to the organisations Health and Safety Policies and Procedures
- To undertake personal development and attend any relevant training
- To undertake such other duties as may be delegated or assigned commensurate with the level of grading and role of the post

The Benjamin Foundation fully embeds the Nurtured Heart Approach in all that it does and staff will adopt this approach as part of their practice.

The Benjamin Foundation reserves the right to alter the content of this job description following consultation, to reflect changes to the job or services provided without altering the general character or level of responsibility.

This post is subject to a full and satisfactory DBS disclosure.

Name of Job Holder:

Signed Job Holder:

Date:

Name of Line Manager:

Signed Line Manager:

Date:

Specialist Short Breaks Practitioner – Person Specification

Criteria	Details	Essential	Desirable	Assessed
Qualifications	Level 3 qualification in children and youth people, SEND or other relevant qualification for the role.	•		Certificate Application Form
	First aid qualification		•	Certificate Application Form
Experience	Experience of group work for children with disabilities and or similar experience	•		Application Form Interview
	Experience of following plans in place for children and young people.		•	Application Form Interview
	A good understanding of the legislative frameworks surrounding the area of specialism. <i>OR: Experience of working within the specialist area.</i>	•		Application Form Interview
Knowledge & Skills	Working knowledge of the issues facing children and young people with disabilities.	•		Application Form Interview
	Ability to make rational, well thought out decisions and show initiative.		•	Interview
	A good understanding of child development issues affecting children's and young people's vulnerability and resilience.	•		Application Form Interview
	Ability to respond quickly and with flexibility to emerging needs	•		Interview
	Knowledge of Safeguarding procedures	•		Interviews References
Personal Qualities	A determination to provide a high quality service	•		Interview
	Resilience	•		Interview
<i>Confident</i>	Self-aware reflective practitioner	•		Interview Reference
<i>Competent</i>	The ability to support and work alongside others and support colleagues	•		Interview Reference
	Integrity, honesty, fairness and a commitment to the service	•		Interview Reference

	A good understanding of the need for confidentiality	•		Interview
<i>Collaborative</i>	The ability to relate well to children, young people, colleagues and partner organisations	•		Interview Reference
	Hard working, flexible and able to demonstrate common sense	•		Interview
<i>Nurturing</i>	The ability to work to ensure the safety of staff, volunteers and service users	•		Application Interview
	An ability to communicate clearly and effectively via email, telephone and face to face, sometimes dealing with complex issues	•		Interview
<i>Independent</i>	Ability to work independently, whilst maintaining regular communication with stakeholders	•		Interview
<i>Progressive</i>	A willingness to undertake training appropriate to the post To include: Safeguarding Nurtured Heart Approach First Aid Equality and Diversity Professional Boundaries GDPR Health and Safety	•		Interview
Additional	The willingness to contribute to the wider Benjamin Foundation success story	•		Interview
	A sense of humour	•		Interview
	Full driver's licence and access to vehicle or the ability to get to the venue.	•		Application form

