

# PROJECT WORKER EARLY HELP

**Fixed term, part-time (18.5hrs per week)  
contract for 2 years in Sheffield**

This is a fantastic opportunity to work for an established charity providing a high standard of Early Help Support that really makes a difference to the lives of young women, children and families in Sheffield.

Your empathy, compassion and professionalism, as well as your “can do” attitude, will help you to thrive in a challenging environment.

You will also have the enthusiasm and tenacity to support our fundraising, charity shop and partnership activities.

You will work with voluntary and statutory sector partners and other stakeholders to provide an outstanding service to the people we support, and to maintain our excellent reputation and standards.

You will join an amazing group of people who will support you to achieve the aims of the organisation and your own personal development goals.

## What skills and experience do you need to become a Project Worker?

### Relevant experience/education (essential):

- Educated to level 3 or equivalent in a relevant field.
- Previous, recent relevant experience.

### Skills, knowledge and ability (essential):

- A desire to work with vulnerable people.
- An understanding of safeguarding procedures for children and adults.
- Knowledge of support planning and risk assessment.
- An understanding of the role of statutory services and multi-agency working.
- The ability to respond to crisis and act appropriately
- Good time and self-managing skills.
- Good organisational, IT and written skills.
- Commitment to equal opportunities and a non-judgemental approach.
- Ability to maintain professional boundaries.
- Great team working skills.
- Commitment to rights and participation for people we support.
- Driving licence and access to a car.

**Post title:** Project Worker – Early Help.

**Responsible to:** Project Manager.

**Trial period:** 6 months probationary period.

**Notice period:** 1 week on either side during the 6 month probationary period. 1 month on either side after the 6-month probationary period.

**Hours of work:** 18.5 per week to be worked on a rota to include evenings and weekends.

**Contract type:** 2 year fixed term contract.

**Holidays:** 25 (rising to 26 at 3 years' service and 27 at 5 years' service) + 8 statutory bank holidays (pro-rata)

**Salary:** Incremental scale £25,826 - £27,522 per annum (pro-rata).

**Expenses:** Agreed expenses and mileage at 45p per mile will be paid.

### Apply for this role!

Click on the link below or copy it into your browser to access our online application form:

<https://bit.ly/PWapplicationform>

For further information please contact [claire.harding@ywcayorkshire.org.uk](mailto:claire.harding@ywcayorkshire.org.uk) Closing date for applications: Monday 22nd April 2024 at 12pm. Interview date: Wednesday 1st May 2024.

## Main duties and responsibilities

1. Responsibility for supporting and empowering people with a range of needs linked to early help support.
2. Implement, deliver and monitor a bespoke package of support to include a wide range of life skills, ensuring that people receive a level of support that is appropriate and professional.
3. Follow YWCA Yorkshire safeguarding procedures and work closely other agencies to meet safeguarding requirements for vulnerable adults and children, attending core groups, case conferences and strategy meetings.
4. Provide weekly 1-2-1 support to enable the building of close and supportive relationships to facilitate positive outcomes.
5. Complete and lead, where necessary, on Early Help assessments and liaise with other relevant agencies e.g. learning disabilities team.
6. Completion and review of risk assessments using signs of safety and ensuring risks are addressed within the support plan.
7. Promote, plan and host activities and consultations with people we support.
8. Adhere to health and safety procedures.
9. Responsibility for the accurate and consistent recording of information on our Customer Records Management System (CRMS) within data protection guidelines.
10. Work flexibly as and when required to meet the needs of the people we support.
11. Carry out periods of lone working, adhering to Health and Safety procedures.
12. Take responsibility for the building in the absence of the Project Manager.
13. Participate in the recruitment and training of new staff.
14. Contribute to the organisation's fundraising strategy and raise funds to support the charity in a planned way as designated by the Project Manager.

## What are the benefits?

YWCA Yorkshire has a supportive team of staff and a friendly welcoming environment in which to work. Our values are very important to us, they sit at the heart of our culture and help shape everything we do. We are inclusive, compassionate and expert.

We have specialist kite marks in LGBTQ+ and Volunteer Services and are fully committed to equality of opportunity. You will be valued for the work that you do. This is reflected in the following benefits package:

- Competitive salary.
- Flexible working via a flexible working scheme.
- Home working for up to 2 days each week in line with our policy.
- Access to a wellbeing package including Wellness plans and independent counselling services as part of our commitment to our Health & Wellbeing Strategy.
- Competitive annual leave entitlement
- A comprehensive pension package.
- Access to financial wellbeing support via a salary advance scheme.
- Entitlement to free life insurance entitling dependants to a lump sum equal to 3 times their salary if the employee dies in service.
- Internal development opportunities via a lead role structure.
- Comprehensive induction and mentoring.
- Full internal and external training package to support service and personal development.
- Regular one-to-one support.

## Committed to equality & diversity

- YWCA Yorkshire operates within the principles of Psychologically Informed Environments (PIE).
- YWCA Yorkshire is an equal opportunities employer as defined by the Equality Act 2010 and as such, welcomes applications from all of the diverse sections of the community.
- YWCA Yorkshire is fully committed to the safeguarding of children and vulnerable adults and will require full Enhanced Disclosure and Barring Service (DBS) checks as part of our recruitment process. A copy of our safeguarding policy will be provided with the information pack.

INCLUSIVE

COMPASSIONATE

EXPERT