

## **JOB DESCRIPTION: DOOR STEP PROGRAMME CO-FACILITATOR**

LINE MANAGER	Door Step Programme Manager
HOURS OF WORK	Average of 8 hours per week
CONTRACT TYPE	Fixed term for 12 weeks
PAY SCALE	£11.49 per hour

### **OVERALL AIM OF THIS POST:**

The Door Step Programme Co – Facilitator is appointed to co-deliver programme sessions, aiming to provide emotional and mental health support for young people making the transition from primary to secondary education. The post involves supporting the logistical implementation of the programme and delivery of programme sessions between July and September 2019.

### **KEY STAKEHOLDERS**

- Programme attendees
- Parents and care givers
- Primary and secondary school leaders and teaching staff
- Social Care: safeguarding & looked-after children teams
- Director of Service Delivery, The Door
- Mentoring Team Leader, The Door
- Door Step Programme Manager, The Door
- Youthwork Team, The Door
- Family Support Team, The Door

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

- Attendance and practical set up of all programme sessions
- Delivery, and support of delivery, of programme sessions
- Session registration and liaison with parents, caregivers and other staff (e.g. youthworkers) as required
- Completion of relevant programme paperwork
- Liaise with Programme Manager to identify additional support needs for individual students, and liaise with teachers and school support staff to secure this support, where appropriate
- Support the programme team with referral of service users on to mentoring support and to mental health services where higher levels of intervention are required
- Participate in the collection of outcome data and programme evaluation

## PERSON SPECIFICATION

### ESSENTIAL

- Experience of delivering training/emotional support programmes in an educational setting
- An awareness of the issues facing vulnerable young people
- The ability to communicate effectively with both adults and young people
- Flexibility to adhere to the time commitments of the programme, and to adapt to these as necessary
- Full driving licence and use of own car

### DESIRABLE

- Experience of working with young people in the Year 6 to Year 7 age bracket