

# **SHPRESA PROGRAMME**

## **JOB DESCRIPTION**

---

**Post:** Young Person's Co-ordinator (UASC)  
**Hours:** 18 hours per week  
**When:** Flexible working times  
**Pay:** £24,108 pro rata

**Responsible to:** Project Director

---

### **Purpose of Post**

- 1. To manage a programme of holistic activities for Albanian speaking Unaccompanied Asylum Seeking Children (UASC) from across London.**
  - 2. To work as part of a team of sessional staff and volunteers and to work with partners in the statutory and voluntary sectors to develop a programme of activities that is varied and interesting and that addresses the social, emotional and educational needs of UASC.**
  - 3. To work with UASC to raise awareness of their experiences and needs among professionals in education, social care and other related disciplines.**
- 

### **Main Duties**

- 1. To assess the needs of UASC, working with and consulting UASC themselves, in line with Shpresa Programme's commitment to user involvement and empowerment.**
- 2. In conjunction with the Project Director to plan and facilitate varied activities and interventions with and for UASC in order to meet their social, emotional and educational needs.**
- 3. To train and support volunteers to enable them to work with the staff team to run a holistic programme of activities for UASC in order to meet their social, emotional and educational needs. Specifically to match volunteers with UASC and to support them in befriending UASC in order to address their social and emotional needs.**
- 4. To work with partners agencies to provide a varied range of activities for UASC including sports, drama, art, cooking and crafts.**

5. To work with partner agencies to provide information for UASC and to support them in accessing other services.
6. To work with UASC to ensure they are provided with the opportunity to have their voices heard and to raise awareness of their needs and experiences.
7. To ensure that activities are run in accordance with health and safety regulations of the project.
8. To identify needs (including special needs) amongst UASC and discuss needs identified and any issues arising with children with the team and make referrals for additional support as appropriate.
9. To develop and maintain monitoring and evaluation system to enable the project to keep records, assess performance and continually improve services.
10. To ensure firm and consistent boundaries are maintained to keep children safe and address challenges to boundaries in a supportive manner.

#### **Other Duties**

12. To attend and participate in team meetings, supervision sessions and other meetings as required.
13. To work within the remit of the Project's confidentiality policy and to uphold the organisation's equal opportunity policy and all other relevant policies and procedures, including contributing to risk assessments.
14. To undertake any other duties that may be relevant to the post and required by the Project director and/or Management Committee.
15. To lead outings and holiday schemes as required during school holidays.