StreetDoctors StepWise Programme Delivery Worker

Job Description and Person Specification

Job Title: StepWise Programme Delivery Worker

Reporting to: CEO

Responsible for:
- Strengthening and extending the delivery of StreetDoctors teaching sessions across London and Greater London.
- Developing and delivering the Stepwise Peer Mentoring Programme.
- Contributing to research and evaluation of StreetDoctors services to young people.

Location: London

Hours: Part time 22.5 hours (3 days) a week with some weekend and evening work.

Salary: £27 - £30,000 pro rata depending on experience

Probationary Period: 3 months

Contract: One year

Notice Period: 3 months

StreetDoctors is a small, growing and ambitious charity committed to making a difference in the lives of young people at risk of serious violence. Our dedicated network of over 200 medical volunteers teaches young people at risk, what to do when someone is bleeding or unconscious. We currently have teams delivering our training in 13 different locations across England (with 4 of those teams based in London), with plans to expand nationally and internationally in future years.

We are looking for a StepWise Programme worker to strengthen our delivery partnerships in London, to extend our services to young Londoners at risk of violence, and to scope, develop and deliver our StepWise Peer Mentoring Programme.

You will be a passionate advocate for the leadership potential of all young people, and will have substantial experience in working with young people at risk of serious youth violence. You will have experience of designing and developing programmes which support young people to re-engage with education and training opportunities, and will know the value of mentoring to bring about change in young people’s lives.

We are keen to develop a programme that fits within StreetDoctors unique service so you will have the creative and programme design skills necessary to innovate whilst at the same time being committed to evidence based practice of what makes a difference in vulnerable young people’s lives.
**Main Responsibilities:**

Develop and implement a strategy for extending the reach of StreetDoctors teaching across London

- Research and analyse current provision for young people at risk of serious youth violence across London, identifying needs and gaps.
- Assess the need for StreetDoctors teaching and mentoring programme through research and focus groups.
- Work closely with the Medical Director to build relationships with other specialist youth providers.
- With CEO, MD and London volunteers develop and implement a strategy for extending our reach.
- Develop and maintain key relationships.

Develop and deliver a bespoke peer mentoring / training programme that meets the needs of vulnerable young people, and utilises the enthusiasm and commitment of our volunteers.

- Work with London volunteers to establish our offer, and the parameters of the mentoring / training programme.
- Identify and develop key delivery partners for the StepWise programme.
- Develop and maintain possible placement partnerships within health service providers, hospital trusts for young people on the programme.
- Working with volunteer mentors support young people into placements
- Research and coordinate accreditation and qualification pathways and onward progression routes for young people on the StepWise programme.
- Offer regular ongoing support to volunteer mentors.
- Work with key workers and referral agencies as necessary to ensure young people are supported to engage in and complete the programme.

**StepWise Programme coordination and delivery**

- Organise all practical aspects of programme delivery including venues, refreshments, freelance training support as appropriate.
- Co-deliver and facilitate programme.

**Research and evaluation**

- Work within StreetDoctors Research and Evaluation Strategy to ensure monitoring and evaluation of the StepWise programme.
- Work with rest of HQ team to ensure quality assurance of StepWise programme and basic teaching delivery sessions.
- Support our Randomised Control Trial with Queen Mary’s, London University, acting as the liaison person for the trial and ensuring that numbers of young people take part.

**General**

- Work to current best practice guidelines with regard to working with children and young people, Safeguarding, and Health and Safety Standards.
- Produce written resources, materials and reports as required.
- Keep good records and manage own administration.
Person Specification - Essential

Experience

• At least 3 years experience of youth work, group work, training and / or teaching experience with young people at risk of violence.
• At least 3 years experience of designing, piloting and delivering successful change programmes (including mentoring) for at risk young people.
• Building partnerships and working with varied stakeholders to deliver programmes for young people (at least 2 years).
• Programme management experience including practical and logistical organisation of delivery.

Capabilities

• Ability to engage, inspire and build relationships with at risk young people.
• Able to engage with and relate to medical student volunteers.
• Ability to organise a complex workload and deliver to deadlines.
• Excellent written and verbal communication skills.
• Listening, facilitation and groupwork skills.
• Committed to team work and able to work proactively and creatively with others.
• Strong interpersonal skills

Knowledge

• Understanding of evidence based practice and what works in relation to successful change programmes with at risk young people.
• Training programme design, development and delivery.
• Up to date knowledge of other peer mentoring / development programmes for young people at risk.
• Knowledge and understanding of research, monitoring and evaluation processes
• Knowledge of safeguarding and understanding of specific issues regarding working with at risk young people.

Personal Attributes

• Understands and values volunteering and committed to enabling and supporting student action to support at risk young people.
• Engaging, determined and reliable.
• Confident and able to inspire and motivate others.
• Energetic, driven, and committed to finding creative solutions to problems.
• Showing a ‘can do’ attitude and proactively working to get a job done.
• Organised, punctual, and trustworthy.

Person Specification - Desirable

• Experience of research, needs assessment, analysis and report writing with regard to young people at risk.
• Experience of working within public health organisations and agencies.

For more information about StreetDoctors please visit www.streetdoctors.org

For any enquiries about this post please contact jo@streetdoctors.org

To apply please send your CV and a cover letter explaining why you are interested in the job and how you fulfil the person specification to magnus@streetdoctors.org by 12 noon on Monday 1st December 2014. Interviews will be held on Monday 8th December 2014.