

EMOTIONAL WELLBEING OFFICER

Candidate Information Pack



**CHEVIOT
YOUTH**

Children • Families • Community

WELCOME

Thank you for your interest in the position of Emotional Wellbeing Officer working from our facilities in Jedburgh, Kelso and surrounding local areas.

If you would like to have a chat about this position, then please ring Ian Rendall Reid on **07958 277766**

The deadline for completed applications is **Wednesday 7th June 2023 at 12pm.**

Shortlisting will take place on **Thursday 8th June** and candidates will be notified by email by **5pm on Friday the 9th of June**

The interviews will take place on **Tuesday 20th June 2023** in person at our Kelso offices. I wish you every success with your application.

Kind regards
Ian Rendall Reid
General Manager

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ABOUT

Cheviot Youth works with children, families and community to help and support them develop skills, gain experience, access opportunities for personal growth and provide challenges that test and inspire. We do this in a safe, accessible and positive environment through a number of drop-ins offering a wide range of activities, events, workshops and projects.

Increasingly working in collaboration and partnership with agencies drawn from education, health, police, social work and the voluntary sector we provide a comprehensive programme that is directed by the needs and wishes of the service user through community consultation, forums and partnerships with statutory departments, third sector voluntary groups and charities. Our projects are guided by local, regional and national policy and the needs and demands of our users who are heavily involved in the development and ongoing progress of all projects.

In working in such a collaborative way we aim to deliver a democratic model of service user led work that supports and assists young people, young adults and parents through life changes, training, mentoring and supported employment opportunities.

Formed in 2011 Cheviot Youth are run by a Board of Trustees who employ a Manager with responsibility for all operational matters; working with up to 160 young people in any given week with a staff team of 13 with three more posts presently being recruited. We work in both Jedburgh and Kelso at our Hubs and in the villages of Ancrum, Stichill & Yetholm where youth clubs are run.

We are a Volunteer Friendly Award and Scottish Living Wage employer with 28 volunteers supporting our work with children, young people and young adults. Through our three divisions we manage a community café, a digital media project, a mental health and well-being service and a Training, Employability and Advice service alongside a number of smaller time limited programmes, workshops and events.

VISION

Young people at the very centre of all we do.

Cheviot Youth aim to provide the highest level of support and guidance to facilitate the growth of young people from dependency to one of interdependence; supporting their personal, emotional, and social development and ensuring their voice, influence and place within their community and society is heard and recognised.

Working to achieve our vision through

Emotional Well-Being and Mental Health Support Services

This three-town service offers a range of educational, emotional well-being and mental health support programmes for children, young people, and family members. A team of qualified practitioners use a number of counselling and cognitive behavioural therapy techniques to support young people with presenting problems such as anxiety, disruptive behaviour, exam stress, self-harm, eating disorders and suicidality

Youth Work Services

Based in our Jedburgh and Kelso Hubs our services support children and young people aged 8 to 25 years to be confident, healthy, happy, resilient, and active participants within their community. We do this by providing support and resources to our hubs and rural youth clubs to deliver a high quality and wide-ranging portfolio of programmes, projects, and workshops.

Training, Employability and Advice Services

Based in both Jedburgh and Kelso Hubs this service offers opportunities and support to all young people looking forward to entering the world of work. The service is based on the needs of each young person offering a yearlong programme of training, advice sessions, access to a job club, volunteering, college placement and supported employment.

GENERAL ROLE

The Emotional Wellbeing Officer will work closely with both Senior Youth Workers, Youth Work Staff and the General Manager to ensure that an emotional wellbeing service is run effectively and efficiently and in accordance with service guidelines, policies and procedures. The role's main purpose is prevention and early intervention to aid and improve the mental health of children and young people aged 8 – 25 years by providing emotional and practical support in one-to-one and group settings. Support and supervision of this role will lie with the General Manager. It is expected that the postholder will hold their own case load with referrals coming from Cheviot Youth, schools, our partners in social work, police and the NHS and the charity's mental health support service They will be expected to lead on any service development and policy work, assisted where appropriate by the Senior Youth Workers and General Manager.

PRINCIPAL DUTIES

- To support children and young people to understand and manage their own emotional needs through one-to-one work.
- To run group work programmes such as the Charity's Inner Growth Initiative and to develop other programmes to meet need.
- To ensure the efficient and effective running of the Stepping Stones Programme through data monitoring, evaluation and reporting.
- To plan, develop and implement individual support plans.
- To carry a caseload of children and young people identified as those who may benefit from mental health support at a targeted early help stage.
- To be the main point of reference for schools and other partners for children and young people identified as those who may benefit from targeted mental health support at an early stage.
- To manage the administrative needs of the role such as data collection, statistical analysis, documentation suite, record keeping and general administration of the referral, service, client communication and liaison with statutory and voluntary services.
- To be responsible for their own administration and for working closely with colleagues to ensure efficient and effective service delivery.
- To attend business meetings, give talks and presentations, deal with service users, their parents and members of the public when needed.
- To contribute to ensuring the good governance of Cheviot Youth including the monitoring and review of its operational services.

PRINCIPAL DUTIES

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- To lead on the development of the emotional wellbeing role to include implementing new activities based on current research.
- To work closely with the charity's Mental Health Support Service and Youth Work Service in the signposting of children and young people to other services as appropriate.
- To help find and book training for all Cheviot Youth staff and volunteers in the area of emotional wellbeing and good mental health.
- To attend all team meetings and other meetings where appropriate.
- To attend all appropriate Cheviot Youth review and planning meetings.
- To fulfil Cheviot Youth requirements in relation to receiving training and good practice development including supervision from a supervisor approved by the General Manager.

ADDITIONAL REQUIREMENTS

- To observe all Health & Safety requirements
- To observe and work within the Cheviot Youth policy and procedure framework.
- The post holder will receive regular recorded supervision sessions from the Manager and will be required to attend monthly clinical support and supervision sessions.
- The post holder will be expected to undertake any additional and appropriate functions as required by Cheviot Youth Board of Trustees.

PERSON SPECIFICATION

POST TITLE: Emotional Wellbeing Officer

OFFICE: The Kelso Hub/ The Jedburgh Hub

LOCATION: Kelso / Jedburgh

EDUCATION/QUALIFICATIONS

Essential:

- High standard of education. Good Highers or HND required.

Desirable:

- COSCA certificate in counselling skills or equivalent.

EXPERIENCE

Essential:

- Two plus years' experience in a similar role.
- Working within similar programmes and services.
- Working with individuals in an emotional wellbeing / mental health support capacity
- Working with children and young people.
- General good knowledge of mental health

Desirable:

- Experience of providing mental health first aid support.
- Basic knowledge of a range of mental health problems common amongst young people e.g., anxiety, exam stress, bullying, eating disorders, disordered eating, self-harm, and suicidality.
- Experience of working within a multidisciplinary team of mental health professionals
- Experience of programmes in charity, community or not for profit organisations.
- Experience in monitoring and reviewing projects.

SKILLS AND KNOWLEDGE

Essential:

- Service user focused.
- An up-to-date knowledge of universal mental health policy and practice.
- An up to date knowledge of early stage mental health support best practice and ethics

- Excellent written and verbal communication skills.
- Ability to multi-task and prioritise projects.
- Effective time management with the ability to work under pressure.
- Excellent organisational skills
- Good IT skills

Desirable:

- An up-to-date knowledge of issues that affect the charity sector and in particular young people and emotional wellbeing.
- An up-to-date knowledge of counselling skills.
- An awareness and understanding of setting clear aims and objectives associated with a youth service.
- Experience of developing community-based activities
- Aware of best practice guidelines in youth work.

PERSONAL ATTRIBUTES

Essential:

- Good communication with excellent inter-personal skills
- Experience of working as a member of a team
- Ability to get on with people, motivate individuals and groups inspiring their confidence and trust.
- A tactful and diplomatic approach to dealing with sensitive and confidential information.
- A tactful and diplomatic approach to dealing with individuals, families and organisations.
- Enthusiasm, commitment, and stamina
- A flexible approach to working.
- A sense of humour

OTHER

Essential:

- This post necessitates daytime, evening and occasional weekend work.
- Willing to travel regionally as appropriate.

HOW TO COMPLETE YOUR APPLICATION FORM

The application form has been designed to ensure that we do not ask for any unnecessary information which may suggest discrimination.

Please complete the form as fully and as clearly as you can using black ink to assist in photocopying. If you need additional space for any section, continue on a separate A4 sheet. Please ensure that any such sheets are clearly marked with the section to which they refer and your initials and surname.

PERSONAL DETAILS

- Please note that only your surname is required in full. Give only the initials of your first names. This ensures that staff dealing with applications are not aware of the gender of applicants.
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EDUCATION AND TRAINING

- Please give us enough details to assess your attainments in relation to the post for which you are applying. We may wish to see any certificates or qualifications you hold. We will ask you to bring them if you are invited to attend for interview.
- **Employment record:** This section asks about your work experience. Please give as much detail as you feel gives us an accurate picture, both about the type of work you are/were doing and the responsibilities you have had. Please start with the most recent, supplying exact dates where possible. Continue on a separate sheet if necessary.
- **Supplementary Information:** Please detail any further experience or information relevant to the post for which you are applying, bearing in mind the information you have been given about the post. Continue on a separate sheet if necessary.
- **References:** References will only be taken up when an offer of employment has been made. On the receipt of satisfactory references a date for commencement of employment will be made.

General Information: You are asked about your health. Information provided will be considered in relation to the requirements of the post for which you are applying. A medical condition will not preclude you from consideration. If short listed you will be required to complete a confidential health questionnaire. You are asked to tell us if you are currently eligible for employment in the UK. This is so that we can ensure compliance with the Asylum and Immigration Act 1996 which requires organisations to ensure individuals to whom they are offering employment have permission to work in the UK e.g. they hold a British passport/birth certificate/work permit etc. If appointed you will be required to produce such evidence.

Rehabilitation of Offenders Act 1974: The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 provides that the Act does not apply to certain professions and types of employment. If this is the case of the post for which you are applying you must complete the relevant form which will be given to you, declaring all convictions, "spent" or otherwise. Successful candidates will require a satisfactory Enhanced Disclosure Certificate issued by the Scottish Criminal Records Office.



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<https://www.cheviotyouth.org/>

