

# Bounce Back for Kids Senior Support Worker

## Job Description

**Reports to:** Communities Manager  
**Direct reports:** BB4K Champions  
 BB4K student placements  
 BB4K Volunteer Administrator

### The Role

**Having regard to the nature and context of the work, there is a genuine occupational requirement permitted under the Equality Act 2010 that this post is only available to women.**

Bounce Back for Kids (BB4K) includes a group work programme aimed at children aged between 5 and 12 years old and their non-abusive parent/carer. It has been developed by PACT and provides support to families once the abuse has ended and the perpetrator is no longer living in the family home. The project also delivers a programme for teens and their non-abusive parent/carer (Recovery Toolkit). PACT are currently developing an innovative under 5s programme which would result in a service for children of all ages. BB4K also offers 1-2-1 support and signposting for families that need immediate support or are not suitable to attend a group programme.

An important part of this role is to oversee the BB4K volunteers and students who support delivery of the service through a variety of roles such as administrative support and group delivery support (Champions).

The BB4K senior support worker will be responsible for developing and implementing PACT’s BB4K programme for professionals, parents and children. The post holder will promote the BB4K programme, oversee all BB4K enquiries and coordinate and assess referrals for future BB4K programmes, deliver the programme and ensure that all aspects of the service are maintained with the highest of quality standards.

### Key Tasks

<b>Deliver BB4K Courses</b>	
O	To oversee the day to day operational management of the project
O	To work with the HR department to recruit volunteers for the BB4K project. To ensure that appropriate levels of support and supervision are provided for volunteers and students so that performance is monitored and managed effectively
O	To ensure that appropriate training and development opportunities are provided for volunteers in line with the ethos of the organization and the resources that are available to it

O	Plan, promote and deliver BB4K children and parents groups as required across PACT regions to families in locations with most need
O	Ensure materials used by facilitators are up to date
O	Capture, monitor and evaluate information on programmes delivered to produce reports and statistics on the progression of the project
O	Network with schools, agencies and social workers to promote referrals from children for the programmes
O	Coordinate all BB4K queries and process referrals for the programmes
O	To provide group supervision with facilitators and champions after every session
<b>Run Train the Trainer and BB4K Champions Courses</b>	
O	Recruit, train, mentor and support facilitators to deliver BB4K programmes as required in line with the BB4K Strategy
O	Network with other agencies and professionals to promote the train the trainer courses
O	Plan and deliver a cycle of train-the-trainer courses to childcare professionals in locations with most need ensuring the training is of high calibre and reflects relevant legislation
O	Support the trained facilitators to deliver quality BB4K programmes in adherence with the processes and format in their areas, and capture, monitor and evaluate information from all BB4K programmes delivered in order to produce reports and statistics on the progression of the programme
O	Maintain the high quality of the BB4K training materials, including updating course content based on feedback
<b>Other</b>	
O	Share and undertake opportunities for BB4K funding and development
O	Undertake any other duties deemed commensurate with this post as directed by the line manager.
O	Take responsibility for, and be committed to, personal and professional development and keep up to date with law, regulation, guidance, standards, Government policy and research relating to all aspects of the work.
O	Safeguard and protect vulnerable adults and children in accordance with PACT's Policies and Procedures at all times.
<b>Standards</b>	
	To ensure that facilities comply at all times with best practice and national standards

O	To maintain appropriate records, statistics and information, both quantitative and qualitative, for monitoring purposes and contribute to the evaluation of the effectiveness of the programme to support appropriate on-going development
O	To establish and maintain appropriate systems that promote best practice so that the organisation can measure and report on its level of service provision and organisational performance
O	To maintain appropriate records, monitor project spending and prepare reports for funders as necessary
O	To keep up to date with Government and PACT issues as well as wider issues affecting vulnerable women and their children

### **Person specification**

<b>Essential Attributes</b>	
O	Expertise in the field of Domestic Abuse
O	Good people management skills, able to encourage, motivate, support and develop staff
O	Proficient in English Language (oral and written)
O	Experience of working with children or families in a range of community settings
O	Experience of working with a range of agencies and professionals and partnership working
O	Proven experience of delivering training programmes for professionals
O	Proven experience of providing and delivering training programmes for parents and children
O	Ability to evaluate and monitor service delivery against targets and of identifying ways to improve service delivery and implementing these
O	Ability to manage work across split sites or off-site working with multi-disciplinary teams and to work with key BB4K stakeholders
O	Ability to organize and manage time effectively working to deadlines
O	Enhanced DBS check
O	Competent in the use of a range of IT tools, including databases, email, Word and Excel
<b>Desirable Attributes</b>	
O	A relevant qualification in social care/ support work/ child care or similar

<input type="radio"/>	A relevant qualification in delivery of training
<input type="radio"/>	Safeguarding training
<input type="radio"/>	Experience of contributing to strategic plans
<input type="radio"/>	Car user with a valid licence