



Job Description

Job Title: Independent Visitor Coordinator

POSCODE: 00012

Grade: J

Overall Purpose of Role

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

Coordination of the Independent Visitor (IV) volunteer Service.

To develop the existing service and have day-to-day responsibility of the IV service for children and young people in Northamptonshire's care.

To recruit, interview and deliver training to volunteers; manage referrals for the local authority; match young people with suitable volunteers. To provide on-going support and quarterly supervision to matched IV's. To manage 6-monthly reviews with all stakeholders for matched children/YP, in addition to initial reviews with newly matched children/YP. To complete and submit monthly reports.

To support the service in the delivery of an annual one-day appreciation day event for all matched IV's.

Main Accountabilities

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1	Recruit, interview, devise, coordinate & deliver training and supervision of Independent Visitors for children in care.
2	Check, manage and risk assess child/young persons referrals and liaise with professionals.
3	Match Independent Visitor's with children in care and regularly review the process to ensure children's needs are met.
4	Promote Independent Visitors to empower children and young people to have a voice and support this through appropriate channels.
5	Raise regular themes that are expressed through the statutory Independent Visitor Service through appropriate channels.
6	Monitor and keep up-to-date records of case information, which will feed into a monthly and annual report, including for Corporate Parenting Board.
7	Promote the Independent Visitor Service by creating links with residential homes, fostering agencies and other external professionals, organisations and share good practice through internal publications.

8	To work with peers to ensure there is sufficient cover for other children's rights activities / voice of the child services including Advocacy, Participation & Engagement and other delivered direct work.
9	Liaise with the matched young person's support network, including carers, allocated Social Workers / Personal Advisors and Independent Reviewing Officers.
10	To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and all other persons, and to comply with policies and procedures relating to health and safety within the Children's Trust.
11	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*
 We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
Diploma/Degree professional qualification or equivalent experience	Youth Work / Social Work / Education / Counselling / Childhood Studies.	Essential
Post Qualifying Award	Management / Supervision Training	Desirable

Minimum levels of knowledge, skills and experience required for this post

Identify	Details	Essential/Desirable
Knowledge:		
In-depth understanding of issues facing young people in society	Awareness of the issues young people face and need support with, including the role volunteers can play in supporting young people to achieve desired outcomes	Essential
Good understanding of the issues facing children in care	Further to above, ability to work with specific issues facing young people living in the care of Northamptonshire's Children's Trust, including understanding the impact that a background of neglect or abuse can have on young people as they grow up in the care system.	Essential
Understanding of the boundaries of confidentiality	Capacity to support young people and volunteers to understand the boundaries and limitations of confidentiality, consent, supporting	Essential

	effective relationship-building, whilst remaining in the bounds of child protection and GDPR	
Understanding of the Child Protection and children in care processes	Ability to work with a variety of professionals and facilitate volunteers' understanding of the systems they are engaged in when they are matched with a young person in care / leaving care	Desirable
Understanding of attachment issues	Capacity to support young people with difficult attachment styles and supporting carers and volunteers to make allowances for individual young people	Desirable
Knowledge of recruitment and advertising	Ability to recruit and retain a wide range of volunteers to ensure there is a regular flow of IV's to match to young people who meet the criteria for an IV	Desirable
Skills:		
Ability to use effective communication skills and do so in an empathic manner	Capacity to engage a wide range of professionals, volunteers, carers and young people and match communication styles appropriate to the audience.	Essential
Ability to organise work and record information.	Ensure there is accurate and up-to-date records for all volunteers and to make sure that children's records accurately reflect the network of people supporting them. Ensure database records are up-to-date and relevant.	Essential
Ability to prioritise and manage tasks	The IV service is a statutory service and needs to be available for all children who are referred and meet the criteria.	Essential
Ability to use ICT equipment.	Records need to be accurate, up-to-date and maintained. Confidentiality is a critical issue and is central to the IV Coordinator's role. Ensure IV allowances are paid in time to support the relationship	Essential
Ability to manage conflict.	Capacity to work across differing professional groups and make effective links between volunteers, young people, carers and professional networks, ensuring that there is centrality to young people's voice, needs and wishes.	Essential
Developing Training Modules	Volunteers are offered appropriate training to support them in their role.	Essential

	Professional networks are helped to understand what the service has the potential to offer young people. Have previous knowledge and skills in putting training modules together	
Supervise Volunteers/Staff	Ability to offer Volunteers supervision and offered proportionate support through 1:1 /group supervisions	Essential
Experience:		
	Experience of one-to-one work and small group work with young people. Experience of providing information to young people Experience of managing projects and volunteers, including supervising others	Essential
	Experience of delivering training.	Essential
	Experience of working in a multi-agency arena.	Desirable
	Experience of working with children who are known to Children's Social Care, where there are safeguarding issues	Desirable
	Experience of volunteering / working within or managing an independent visitor service	Desirable
Disclosure Level		

What DBS Level is required for this post?	
None	<input type="checkbox"/>
Standard	<input type="checkbox"/>
Enhanced Child Only	<input type="checkbox"/>
Enhanced Child/Adult Bar	<input checked="" type="checkbox"/>

Working Arrangements

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	
Fixed	<input type="checkbox"/>
Flexible	<input checked="" type="checkbox"/>
Field	<input type="checkbox"/>
Home	<input type="checkbox"/>