

Markfield Job Description

Job Title:	Transition to Adulthood lead
Responsible to:	Family Support Manager
Hours of work:	14.5 hours - flexible
Holidays:	25 days per year pro rata
Salary Grade:	Spine point 28, £28,434 pro rata

Purpose of the job:

As transition to adulthood lead you will contribute to the provision of a support service to the families of disabled children. You will participate in the recruitment, training, and supervision a team of volunteers who will mentor young people and support them with issues related to transition to adulthood. You will provide casework for the young people, supporting them to research and engage with activities to help their transition.

The post is important in establishing and maintaining links between Markfield and other agencies and resources for families, young people, and the local community. You will work closely with other members of the Family Support Team, and the wider Markfield staff team.

Duties and responsibilities:

- Take and process referrals for volunteer support services, from young people, parents, carers, and professionals, in accordance with Markfield procedures.
- Contribute to managing all aspects of Markfield's volunteer Mentor service through, and lead on managing the Volunteer Mentors
- Work closely with the Volunteer coordinator in planning and delivering training for the volunteers.
- Advertising the service.
- Recruiting Markfield's Volunteer Mentors
- Providing training, supervision, placement reviews and ongoing support to Markfield's Volunteer Mentors
- Assessing families'/Mentees needs and matching them with volunteers
- Monitoring and evaluating the Transition to Adulthood project in liaison with the Family Support Manager.
- Deliver high quality advice and support to young people in issues relating to transition to adulthood on a casework basis.

- Contribute to a programme of outreach work to ensure families from all sections of the community are aware of Markfield services and the support we offer and are able to access these.
- Contribute to the planning, delivery, and evaluation of family support services, to ensure a high-quality service to disabled children and their families.
- Contribute to processes which ensure safeguarding of children and young people, including liaising with local authority safeguarding teams, as appropriate.
- Develop and run training sessions for volunteers, and young people.
- Liaise with agencies that promote volunteer opportunities in order to recruit volunteers.
- Coordinate Markfield's volunteer recruitment; signpost applicants to relevant vacancies and liaise with project leaders to complete volunteer inductions
- Keep accurate records in accordance with Markfield procedures
- Attend regular Family Support Team meetings and contribute to development of the Family Support Team
- Research suitable activities and services relevant to the cohort of young people you will be supporting

Other responsibilities:

As a member of the Markfield staff team you will be required to:

- Attend and participate in team meetings and planning days.
- Attend, participate and contribute to organisational events.
- Plan for and participate in regular supervision to review your work, development, and training needs.
- Implement Markfield's policies and procedures in all areas of your work.
- Undertake training as agreed by the Family Support Manager.
- Carry out your own administration using available technology.
- Carry out any other appropriate tasks as reasonably required by the Family Support Manager.

Markfield Person Specification

Essential Criteria:

You will need:

- Experience of working with groups and an understanding of group dynamics
- Knowledge and understanding of the needs of families with disabled children and the needs of young people with disabilities entering adulthood
- An understanding of and commitment to equality of opportunity
- An understanding of and commitment to safeguarding vulnerable children and adults
- A commitment to the values of rights, independence, choice and inclusion for disabled people and their families
- An ability to communicate effectively with a wide range of people, both in writing and face to face
- An ability to build professional relationships and liaise effectively with a range of other local professionals and organisations
- Ability to use computer packages (Word, Excel) and online databases to record and present information
- Ability to support families to understand and access available services and resources
- Effective listening and negotiation skills
- An ability to organise your own workload and meet deadlines
- Good teamworking skills
- Ability to carry out a range of administrative duties
- Availability to work some evenings and weekends

Desirable Criteria:

- Experience of supervising Volunteers
- Experience handling casework
 - Fluency in a community language relevant to Haringey's population and Markfield users e.g. Turkish; Somali; Twi; Bengali; BSL
 - Ability to communicate using non-verbal communication systems e.g. Makaton; PECS