



# Role Specification

## Education and Training Advanced Practitioner

<b>Post:</b>	Education and Training Advanced Practitioner
<b>Ref:</b>	As Advert
<b>Reports to:</b>	Education and Training Manager
<b>Location:</b>	As Advert
<b>Hours:</b>	As Advert
<b>Salary:</b>	£24,063 - £28,180 per annum/pro rata

### Job Summary

To develop innovative and creative work with vulnerable young people and those who work with them to address their sexual health needs through face to face support, universal and targeted educational group work, service development and professionals training.

To act as a 'go to' person for the education and training team, supporting Brooks work, education and training staff and volunteers, within your service.

### Major responsibilities

- To create an empowering, non-judgemental, positive and welcoming atmosphere within Brook Education. To motivationally empower all young people to access Brook programmes, to gain knowledge of personal development, health issues and appropriate services, with particular emphasis on 'at risk' groups as defined by the organisation.
- To deliver Brook accredited 'Train the Trainer' programmes to a wide range of professionals.

- To assist in the development, delivery and evaluation of tailored educational programmes, including resources and materials, for universal groups of young people, those identified as high risk groups or individual young people that will enhance their self-esteem and reduce risk taking behaviours.
- To achieve volume, activity and income targets as agreed with the Education and Training Manager.
- To be a positive role model to the education team attending internal and external meetings as required.
- To provide support to the workers involved in the delivery of Brook education and training including supervising day to day operational issues, through liaising with the Education and Training Manager.
- Promote awareness of the services offered by Brook, among vulnerable and disengaged young people (particularly under-represented or marginalized groups and those who work with them) and to encourage the use of Brook and other relevant services by young people in need of them
- To support the Education and Training manager by ensuring appropriate data and qualitative information is collected, collated, analysed and as required.
- To contribute to reports for submission to the Service Manager, Head of Education, funders, and Brook colleagues as required.

## **Other**

- To ensure a healthy and safe working environment for clients and other staff whether in an office, education and training venue or outreach environment.
- To work as a member of a multi-disciplinary team.
- To work within Brook policies and guidelines, including those within the Protecting Young People Policy and Equal Opportunities Policy.
- To attend regular meetings within the Area and nationally to assess progress and agree future plans and targets.
- To attend internal & external meetings as appropriate.
- To undertake relevant training and development as requested.
- Undertake such duties not included in the job description as are reasonably requested by your manager.
- This job description and person specification may be subject to review from time to time in consultation with the post holder
- Brook is committed to equality in employment and service delivery and all staff are expected to actively promote equality and diversity in all aspects of their work.

# Person Specification

The successful applicant will have the following experience;

## Essential

- A relevant professional qualification e.g. degree or diploma
- Has a 'train the trainer' qualification with evidence of experience in face to face professional delivery.
- Has experience of the issues affecting young people, particularly vulnerable or excluded groups
- Has significant experience of developing and managing projects management including planning, implementation and evaluation
- Has excellent communication skills, especially with young people and excluded groups
- Understands the importance of maintaining Brook's confidentiality policy for young people and the legal provisions in the Data Protection Act.
- Is able to network and build sustainable working partnerships with other agencies and key stakeholders
- Is able to organise own workload and work without direct supervision
- Maintains strict confidentiality concerning all Brook matters
- Has experience of co-ordinating and supporting staff
- Has experience of the issues affecting young people, including young men and other hard to reach and excluded groups
- Is committed to working in an anti-oppressive way and striving to create equal opportunities for young people
- Has knowledge of social and situational factors influencing young people's sexual health and relationships
- Knowledge and understanding of the law/guidance relating to advice and treatment offered to under-16's
- Has excellent communication skills, especially with young people, including young men and other hard to reach and excluded groups
- Understanding of equality and diversity principles

## Desirable

- 3 years relevant experience

- Has experience delivering against volume, quality and income generation targets on behalf an organisation and can provide evidence of significant success
- Has a current clean driving license and use of own vehicle (work related mileage will be paid if authorised)

### **Personal characteristics**

- Commitment to the aims, values and purposes of Brook and the young people in the communities in which we work.
- A partnership-orientated, open minded, customer focused attitude with a passion to make a difference.
- Stronger leadership conviction with the ability to inspire multi-disciplinary professional staff within a service.
- A 'hands on' approach and a 'can do' attitude
- Proactive, initiative taker
- Resilient and able to work under pressure.
- Ability to be flexible in terms of working hours, including evening and weekend working from time to time.
- Communication and interpersonal abilities
- Excellent networking and negotiation skills.
- High degree of integrity, tact, diplomacy and brand spirit.
- Attention to detail and accuracy is essential.
- Excellent interpersonal and communications skills.
- Ability to work at all levels internally and externally.
- Ability to prioritise conflicting priorities and deliver to deadlines.

### **Key relationships (internal and external)**

- Area/Directorate Management Teams.
- Nurse Managers.
- Education and Training Staff
- Staff across the Area.
- Staff in other directorates