



- Job Title:** Independent Visitor Co-ordinator
- Salary:** £26, 306 to £27,931 depending upon experience
- Location:** BLGC Sites and Home Working
- Reports to:** Service Manager, Targeted Youth Services
- Contract:** Permanent
- Hours:** 35 hours per week

The Charity

Bolton Lads & Girls Club (BLGC) is an innovative, dynamic, and progressive children and young people's charity based in Bolton. Established in 1889, our mission statement is "to enable children and young people, especially those from disadvantaged backgrounds, to live happier, healthier and positive lives by providing somewhere to go that's safe and modern, something to do that is inspiring and engaging, and someone to talk to when they need it the most".

Open 51 weeks of the year, we provide a vast array of opportunities to improve the lives of our 4,000 active members through universal and targeted services. We employ around 100 people and have the support and commitment of 100 volunteers. Over the last few years we have seen the demand for our services increase significantly and we've set ourselves a target to help more young people than ever. We have recently re-opened our main centre in the heart of Bolton following a major £2.6m refurbishment. It's an exciting time to join BLGC!

Our Vision and Mission

Vision

Every young person in Bolton has the opportunity to be the best they can be.

Mission

We will provide great places to go, positive things to do, and people that care.

BLGC Enriching Young Lives
Infinity 18 Spa Road Bolton BL1 4AG
01204 540100 | info@blgc.co.uk | blgc.co.uk

Registered Charity No: 1051292



Part of the
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Network



Our Key Principles

- Keep things simple.
- Always do the right thing.
- Offer excellent customer service.
- Provide an environment for people to be the best they can be.
- Be exceptional in the moments that matter.

Our Values

Driven

We don't give up and we do whatever it takes.

Empowering

We enable people to be the best they can be.

Fun

If you enjoy what you do, you do it better! Work is serious and we do it with a smile on our face.

Caring

Genuine people who care make the difference.

Excellence

We aim to deliver the highest standards of service and continuously improve through robust quality assurance and innovation.

About the role

This is your opportunity to join our child-centred Independent Visitor service. We are excited to be able to deliver this essential, statutory service.

An IV is a trained volunteer who is uniquely placed to provide care-experienced children and young people with emotional support and stability. IVs offer the chance for children to build a trusting, positive relationship with them over time, and is someone the young person can have fun with, but as a trusted adult, they also safeguard children.

IV Co-ordinators are responsible for volunteer training, supervision, matching and visiting young people and their linked IVs. These are critical roles and offer significant added value into the lives of children in care and care leavers.

This role requires a flexible working pattern, and you will be expected to work evenings and occasional weekends. You will also travel to different locations across the region to meet with young people referred to the service and to attend a range of professional meetings, as appropriate.

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Main Responsibilities

- To co-ordinate the Independent Visitor (IV) Volunteer Service at BLGC, to develop the existing service and have day-to-day responsibility of the IV service for children and young people in Bolton's care.
- To manage referrals for the local authority.
- To monitor, supervise, support and guide volunteers, organising appropriate training when needed to ensure they have relevant skills and knowledge to support the young people they are matched with.
- To match young people with suitable volunteers and provide on-going support to manage and monitor the relationship they share.
- To provide regular supervision to matched IVs.
- To manage regular reviews with all stakeholders for matched children and young people.
- To maintain regular contact with both parties ensuring regular updates to include young person's progression, any issues or concerns, professional information sharing.
- To attend professional meetings and work with other relevant agencies to keep young people safe and to help them thrive.
- To complete all necessary assessments prior to match and ongoing assessment to measure impact and capture young person's views wishes and feelings.
- To record work using case management database.
- To ensure all necessary safeguards are followed and checked with volunteers.
- To work with and support children/young people from diverse backgrounds focusing on building self-esteem, self-confidence and resilience using a trauma informed approach.
- Work alongside colleagues across BLGC to ensure young people can access the opportunities the organisation has to offer.
- To signpost to other agencies and create exit plans that provide supportive pathways once they have left the service when necessary.
- To write quality case studies and good news stories that demonstrate the impact of the work.
- To be involved in the development and delivery of training of volunteers and to assist with events that ensure volunteers feel valued, supported, and have a sense of belonging.
- Ensure that you follow safe practice, manage risk and constantly review your casework.
- To actively take part in reflective supervision and performance reviews.
- To keep children and young people safe in line with safeguarding policies and local authority arrangements around safeguarding.

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- To understand and adhere to policies and procedures at all times, with particular emphasis on equal opportunities, health and safety and safeguarding.
- To undertake any other work requested by your line manager.

PERSON SPECIFICATION

	Essential ✓	Desirable ✓	Method of assessment ✓
Qualifications			
A minimum of GCSEs in Maths and English grade C or above	✓		A
Qualifications in related field: Degree in Youth & community Work; Child Development; Social Sciences; Social Worker Degree / qualification		✓	A
Experience			
A minimum of 3 years' experience of direct work with children and young people, including one to one or in small groups	✓		A
Experience of making assessments on risk and the needs of children/young people	✓		A
Experience of engaging children and young people from a variety of backgrounds.	✓		A
Experience of planning and delivering activities that enable children/young people to achieve set outcomes	✓		A
Experience of working with children in care and care leavers		✓	A
Experience of partnership working with other agencies to promote the best outcomes for children and young people	✓		A
Experience of delivering training		✓	A/I
Experience of working in the voluntary sector		✓	A/I
Experience of line managing and supporting volunteers		✓	A/I
Knowledge and Skills			
Understanding of the issues facing young people in society and the boundaries of confidentiality	✓		A/I
Experience of finding creative ways to empower young people to express their views and have their say.		✓	
Excellent interpersonal and relationship building skills, to communicate effectively and mediate with openness and honesty with professionals and young people.	✓		I
Ability to work on own initiative, prioritising and working to deadlines and work under pressure at times	✓		A

Ability to write reports and accurate case notes	✓		A
Working knowledge of safeguarding and child protection	✓		I
Proficient IT skills	✓		A
Knowledge of Children's Rights		✓	I
Working knowledge of the care system and the issues that children in care face		✓	A
Personal Attributes			
Non-judgmental and empathic attitude	✓		I
Positive attitude and self-motivated	✓		I
Resilient and solutions focused	✓		I
Good home internet access and workspace	✓		A
Full Driving license and use of vehicle	✓		A

Special Requirements: In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS.

Method of Assessment Key:

- A Application Form
- I Interview