

**Kidscape Representative (London and the South East)**

Location: London

Permanent contract

Salary: £32,000 FTE, 3 days per week, pro-rata, term-time only

Our vision isfor children to grow up free from bullying and harm, with adults who keep them safe and help them to reach their full potential. Our mission is toprovide children, families, carers and professionals with advice, training and practical tools to prevent bullying and protect young lives.

Context of the work

As an organisation, we are proud of our pioneering work helping young people and families deal with bullying, whether through our ZAP and RISE workshops, Parent Advice Line or our training in schools. We know our work is effective and has significant impact on the lives of young people.

As Kidscape Representative for London and the South East you will lead on the coordination and delivery of Kidscape programme work in your region including ZAP workshops in the community and schools and RISE transition workshops for children in Year 6.

Reports to: Programmes and Volunteering Manager

Key relationships: Programmes and Volunteering Manager, Kidscape Representatives, Freelance Parent and Carer workers and volunteers.

Accountability:

You will take the lead in coordination and delivery of Kidscape programme work in your region and will support the freelance parent and carer worker and volunteers in your area.

Tasks and Responsibilities:

Act as the main point of contact for Kidscape in London and the South East; build awareness of Kidscape’s programmes and services through developing local links

Coordinate delivery of Kidscape ZAP assertiveness workshops for children and families living in London and the South East (these are delivered both in the community and through schools)

Coordinate delivery of Kidscape RISE transition workshops for children and families living in London and the South East

Coordinate delivery of other Kidscape programmes and services in the region (as appropriate and subject to funding)

Support the freelance parent and carer worker involved in delivery of programmes in your region

Support robust impact measurement and evaluation processes for all services and programmes delivered in the region with support from the Programmes and Volunteering Manager and CEO.

Identify opportunities for new services and partnerships in the region in response to local feedback networking opportunities

Work with the Programmes and Volunteering Manager as they develop the Kidscape volunteer strategy; support the volunteer marketing strategy in your region; assist with coordinating the activities of volunteers in your region

*Support the Kidscape communications strategy in your region*

Promote ZAP, RISE and other Kidscape services in your region

Work with the Communications Manager to develop contacts with local media agencies and support media contact as appropriate

*Income generation*

Support the Head of Fundraising and the fundraising team with the identification of local funding opportunities including opportunity for partnership work

*Administrative duties*

Complete all administrative duties necessary for coordinating Kidscape’s work in the region with support from the Central Team.

*Organisational management*

Work with the CEO and Head of Finance and Admin to ensure timely financial management.

*General Responsibilities*

Attend team meetings (either in person or online); input to the ongoing Kidscape strategy and operational plans

Represent and be an ambassador for Kidscape

Work to support the vision, mission and values of Kidscape

Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position

Support and promote diversity and equality of opportunity in the workplace

Work collaboratively with others in all aspects of our work

*This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.*

**PERSON SPECIFICATION:**

Kidscape Representative

**EXPERIENCE**

*Essential*

Relevant, recent and substantial experience of delivering children’s programme work

Up to date working knowledge of anti-bullying practice and safeguarding of children and young people

Partnership working and networking

Facilitation, training and public speaking

Evaluating and improving services through impact measurement

People management and development with a working knowledge of HR Processes

**SKILLS AND ABILITIES**

Line management of staff and ability to support and motivate volunteers

Organised and meticulous with an ability to maintain effective record keeping systems

Can troubleshoot difficult situations, and deal with such situations calmly, efficiently and effectively.

Can engage and motivate others and able to influence/persuade a wide range of stakeholders

Working to deadlines singularly and as a part of a team responsibly

Effective written and verbal communication skills, with the ability to communicate effectively in a wide range of media and audiences

Team working skills, supporting and developing colleagues and modelling good practice in collaborative working

Demonstrable commitment to inclusive working, ensuring equality and valuing diversity

Writing skills - production of monitoring reports and the ability to write succinct documents on complex areas.

IT skills at a level that supports report writing, email, internet use, presentations and data input

Self-motivated with ability to work alone but can also work co-operatively and flexibly as part of a team/with partners.

Ability to stay focused and efficient in the face of changing priorities.

**KNOWLEDGE**

Up to date working knowledge of anti-bullying practice, safeguarding of children and young people and children’s rights

Use of Monitoring and evaluation systems.

**EDUCATION/TRAINING/QUALIFICATIONS**

No one specific qualification is required, but evidence of recent continuing professional development in a professional area relevant to the post will be required. A relevant professional qualification (e.g. in training, education, youth work, social work, child therapeutic services) would be an advantage.