JOB DESCRIPTION

Job Title: Oasis Navigator Project Coordinator

FTC to March 2022.

Salary: Grade D

Function/Team: Oasis Navigator, and Oasis North West Cluster

Hours: 40 hours per week, inclusive of breaks.

Unsocial Working: Frequent evening work will be expected, with occasional weekend hours.

Location: Manchester Children’s Hospital, Manchester Royal Infirmary, Salford Royal Hospital, Royal Bolton Hospital (A+E), Greater Manchester geographic area, Oasis Hubs Oldham and MediaCityUK.

The Oasis Navigator Project will be provided with office space within Emergency Departments and Oasis Hub spaces.

Responsible to: Oasis North West Cluster Lead

Responsible for: Team of Youth Support Workers

Project Administrator

Additional volunteers

**Organisational context:**

Oasis believes that every person matters and, as a result develops community hubs that meet people’s holistic needs – educationally, physically, spiritually, economically, environmentally and socially that can benefit the whole person and the whole community.

The post holder will be actively committed to Oasis values and ethos and part of Oasis wider hub team.

#### Purpose of Job:

The aim of the role is to lead the pilot GMCA navigator project and develop the capacity of the Accident and Emergency Departments across Greater Manchester to contribute to reducing harm to young people from violence by:

1. providing a youth work support function to help link young people into existing community based services, depending on their needs
2. developing the skills of staff within Emergency Departments (ED) in engaging with young people who come to ED as a result of a violent incident
3. to provide a strategic, evidence based contribution to youth violence policy within Greater Manchester

**Specific Duties:**

**(Strategy/Planning/Organising)**

1. The primary purpose of the role is to provide and lead a youth liaison outreach (support) service to young people who come into the selected Emergency departments.
2. Ensure successful implementation of the Oasis Navigator pilot project, ensuring referral mechanisms and caseloads are managed in a professional way.
3. Working with the safeguarding children teams, risk assess and investigate the needs of the vulnerable young people who have attended the Emergency Department as a result of a violent incident.
4. Work with young people both within hospital and the community to ensure they are linked in to appropriate services.
5. Supervise and manage Oasis Navigator team.
6. Overseeing the development and implementation of Oasis Navigator longer-term strategy, including establishing and growing an additional mentoring program using volunteers from the Oasis Community Hubs, to further support growing amounts of young people referred through the Navigators.
7. Ensure high quality of intervention resources, policies and paperwork are developed and available across the Oasis Navigator project.
8. Participate in steering group/ planning committee of Oasis’s expanding work in Greater Manchester regarding universal youth services.
9. Be part of the task group alongside the Cluster Leader and VRU Lead, to explore and develop wider strategy and vision related to the project. Contribute to writing strategy paper where appropriate.
10. Initiate and facilitate conversation between the hospital and Oasis Community Hubs.
11. Work closely with existing Oasis projects in Greater Manchester and other relevant agencies to develop and evaluate a model of care that enables young people where appropriate to benefit from existing community-based interventions.
12. Build capacity of Emergency Department and Urgent Care staff in dealing with young people involved with violence though training and developing effective systems of engagement.
13. Working closely with existing Oasis projects to map services and develop systems to improve signposting and referral of young people to appropriate services from the Emergency Department.
14. Strategically engage with GMCA, Community Safety, and Public Health around evidence based models of youth violence prevention.
15. Be responsible for securing funding for project continuation and expansion under the guidance of the Oasis Cluster Leader and project Task Group. Complete funding applications (with the support of the Project Administrator) and grow meaningful links with potential funders.
16. Occasionally represent Oasis and talk about Oasis Navigators at appropriate events run by the NHS, councils and youth providers.
17. Be an active contributor in developing and strengthening a meaningful network across organisations/ hospitals in GMCA (and the UK) running similar youth support/ anti-violence projects.
18. Steer and contribute to the expansion of the Oasis Navigator project to other appropriate Oasis Hubs and their local hospitals, as directed by the project task group.

**(Analytical/Creative thinking/Problem solving)**

1. Be responsible for the production of high quality information. Ensuring data is collected will be integral to the success of this project.
2. Engage with the evaluation in an ongoing process.
3. Be responsible for the production and maintenance of a comprehensive information resource/directory of all the relevant services and organisations that adolescents can access/have been set up to meet specific needs of adolescents.
4. Ensure follow up of what happened following referral and intervention completion, to be undertaken jointly by this role and an independent evaluator.

**(Relationship/Partners)**

**Internal:**

* Navigator Task Group
* Navigator Project Team
* Navigator Hospital Leads
* Oasis Community Hub: Oldham and Mediacityuk
* Oasis central office
* Other Oasis Youth Support Teams based in A&E
* Other Oasis Hub teams

**External:**

## Greater Manchester Combined Authority

## Social Care

## Children and Youth Services

* Greater Manchester Police
* General Public
* Media
* Youth related projects and services across GMCA including Greater Manchester Youth Alliance
* Other organisations/ hospitals running similar youth support services
* Other organisations/ hospitals interested in replicating a similar service

**People Management:**

1. To be responsible for the Outreach Youth Workers, Administrator, and project volunteers, ensuring they receive quality line management and pastoral support, training and development.

**Responsibility for Resources:**

1. To be involved in the preparation of the annual budget for the project and accountable for expenditure, financial data and reporting, in conjunction with the Oasis North West Cluster Leader and Oasis Finance team.

Physical:

* Regular presence within agreed Accident and Emergency Department.
* Regular presence in Hub communities.

General Duties:

* To carry out appropriate duties, in line with the purpose of the job, as well as duties that may be reasonably required by your line manager.
* To actively participate in the wider life of Oasis, including Hub meetings, staff meetings, staff conferences, discussion forums and retreats.
* To take opportunities to raise support for Oasis.
* To attend regular supervision with your line manager.
* Participate in personal development reviews.

**Safeguarding children and young people**

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, which may include an enhanced DBS check.

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**Signed:**

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| --- | --- | --- | --- |
| **Employee:** | | **Line Manager:** | |
|  | |  | |
| **Print Name** |  | **Print Name** |  |
| **Date** |  | **Date** |  |

PERSON SPECIFICATION:

Oasis Greater Manchester Navigator Project Coordinator

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| --- | --- | --- |
|  | Essential | Desirable |
| Qualifications | * A relevant professional qualification in Youth & Community (JNC) or Teaching (QTS) or Social Work (QSW) at DipHE level or above OR able to demonstrate qualification by relevant experience. | Qualification in Adverse Childhood Experiences and Trauma Informed Practice |
| Leadership and management | * Excellent oral/written communication skills. * Able to function in diverse settings and with a wide range of professional agencies and staff e.g. LEA, school staff, community groups. * Flexible approach to changes in circumstance and able to work unsocial hours. * Experience of project management, budget management and presentation skills. * Experience of supervising volunteers or staff. | Counselling skills/experience |
| Experience, Skills and knowledge | * Proven experience working with young people ‘at risk’. * Knowledge of safeguarding practices and health and safety. * Knowledge of Adverse Childhood Experiences and Trauma Informed Practice * Experience working within a youth/community setting alongside other statutory and voluntary organisations. * Previous experience implementing youth programmes. * Proven ability to implement training in new and existing locations. * Good organisational and administrative skills including use of MS Office and learner of software. | * A knowledge or experience of how hospitals work / function. * A good understanding of or resident in Greater Manchester * ‘Lived experience’ of the challenges and circumstances leading to youth violence |
| Other Qualities/Attributes | * Self-motivated, able to work alone and as part of a team. * Able to take initiative and work under pressure. * Reliable, with a flexible approach to changes in circumstance and able to work unsocial hours. * First Aid trained or willing to be trained. * Resilient and able to work well under pressure, prioritise a heavy work load and work both reactively and pro-actively. * Have a high degree of integrity, tact, diplomacy and organisational spirit. Have hands on approach and be a team player. * Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. * Willingness to undergo appropriate checks, including enhanced DBS checks. * Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos. * Quality focused in all aspects of work. |  |