



## **Job description**

**Job title:** 'Little Stars' Early Intervention Southern Project Worker

**Reports to:** Little Stars' Early Intervention Project Manager

**Location:** Southampton-based with travel as required

**Hours:** 28 hours a week (willingness to work evenings and weekends when required)

**Salary:** £25,422 FTE (£20,338 pro rata for 28 hours a week)

**Start Date:** July 2019 onwards

**Duration:** 3-year pilot project (with potential to extend)

## **Purpose of the role**

- To deliver Shine's 'Little Stars' Early Intervention Project across the Southern Region (funded by The National Lottery Community Fund).
- To improve the life chances of children 10 years old or under with spina bifida and/or hydrocephalus by promoting independence and providing them and their families with early intervention support.
- To create a community whereby those affected by spina bifida and hydrocephalus can connect with others, are empowered through knowledge and feel confident in the support networks surrounding them.
- To learn from and build upon experience from our pilot early intervention projects in Wales and Northern Ireland.
- To deliver the Early Intervention service across the South, meeting the terms of the contract, achieving all key delivery milestones/ outcome targets and collecting evidence of outcomes and impact for the Project Manager's report.
- To ensure that any project spend is approved by the Project Manager and properly coded to the project.

- To work closely with colleagues in the Support and Development Worker (SDW), Health, Education and Benefits teams to ensure that the service is coordinated and complementary to their day to day work.
- To plan and deliver a programme of information sessions and events, family outings and peer support groups.
- To develop key local and regional relationships with professionals and organisations who we can partner with and signpost to, to underpin the successful delivery of the project.
- To work with the Project Manager to increase our presence in multi-disciplinary clinics across England in a targeted and planned way.

**Project activities to deliver to beneficiaries include:**

- One to one proactive support delivered to beneficiaries at key life stages, coordinated with SDWs and health teams to ensure no cross-over.
- Increased presence in multi-disciplinary clinics across England
- Medical advice through our specialist health team and physiotherapist
- Engagement with schools including producing/distributing resources, as well as raising awareness and undertaking school visits
- Working with Project Manager to deliver specialist training of our national Support and Development Workers to enable them to better support beneficiaries
- Delivering a programme of local support groups and family outings in the Southern Region
- Delivering regional information sessions and events in the Southern Region
- Referral and signposting of beneficiaries to other support networks outside of Shine, where appropriate

**Other core requirements of working for Shine:**

- To raise greater awareness of spina bifida and/or hydrocephalus amongst professionals, external organisations and the general public
- To work closely with national colleagues to ensure that all work is complementary not duplicated, coordinated and beneficial to our members
- To attend the 2 day Staff Residential once a year
- To maintain the high standards of respect, communication, professionalism, empathy and sensitivity conducive with working for an organisation which represents 12,000 members who are connected to the conditions.

**Any other duties in line with the job role.**

## **Person Specification**

### **Experience - essential**

- At least two years' recent experience of delivering support and advice services on one or more of the following for 0-10 year olds:- health and well-being; benefits; reaching developmental milestones; learning; developing friendships and social skills; reducing isolation of parents

### **Experience - desirable**

- Experience of working with people with disabilities, particularly spina bifida and/or hydrocephalus
- Experience of developing and delivering opportunities to enable and empower people with disabilities to achieve their developmental goals
- Experience of organising information sessions, family days and events
- Experience of developing and delivering presentations
- Experience of multi-disciplinary working and advocacy
- Experience of successfully developing a base of local and regional partners who can support our work with beneficiaries in the regions
- Experience of working in the third sector in a paid or unpaid capacity
- Experience of working with and supporting volunteers

### **Knowledge, skills and abilities - essential**

- Excellent communication skills both verbally and written
- Ability to develop and deliver professional presentations and training in a variety of settings
- IT literate with a good knowledge of computer systems and programmes (e.g Word, Excel, Google docs, PowerPoint) and use of databases
- A non-judgemental approach to working with people
- A good knowledge of both child and adult safeguarding policy, procedures and reporting

### **Qualifications - essential**

- Hold a Qualification in a health/social care field relevant to the Project