

**Job Description**

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| **Job Title** | Youth Homeless Prevention Advisor |
| **Location** | New Volunteer House, Kirkcaldy  |
| **Responsible To** | Lead (Homelessness Prevention) |
| **Terms and Conditions** | Hours: 36 (including some evening work)Salary: £28,623Probationary Period: 25% Contract Term Contract: Full time Temporary Fixed |
| **Post Purpose** | The Youth Homeless Prevention Advisor is responsible to the Lead for Homeless Prevention. The overall purpose of the role is to contribute to preventing youth homeless across Fife. Working within schools and community settings, the postholder will lead on the development and delivery of evidenced based interactive group activities which help empower young people to make informed decisions about independent living. Key aspects of this work is assisting young people to collaboratively identify and assess social and personal barriers which young people can face when transitioning to independent living and investigate options and services which can help reduce the risk of homelessness and housing insecurity. The postholder is expected to work to inclusive practices and support young people to challenge stigma and advocate for ‘equality for all’.  |
| **Team Purpose** | The overall aim of Frontline Fife Homelessness Services is to end homelessness across Fife through preventative action and by assisting people to choose the life they aspire to. Our team endeavours to promote self-valuing and wellbeing for all. |
| **Duties/ Responsibilities** | **Homeless Prevention Delivery:*** Liaise with schools, colleges and youth groups throughout the year to proactively plan and deliver learning sessions.
* Empower young people to understand their housing rights and responsibilities.
* Develop, and deliver participative sessions which critically assess social and personal barriers to independent living and the social consequences and impacts of homelessness.
* Using coproduction methods, create and produce engaging materials using a range of mixed media and interactive activities which give way to participative learning.
* Establish links with local support services and assist where needed, referrals to specialist housing advice and support when required.
* Utilise peer reviewed evidence and data to inform practice and to target key messages for young people.
* Be responsible for reporting on performance.
* Evaluate and assess the impact and relevancy of activity to help improve outcomes and identify themes/issues affecting young people.
* Deliver Youth Drop-In clinics across Fife to provide practical advice and information on housing, including exploration of housing options.

**Team Working:*** Work flexibly to ensure a full service is maintained across the organisation.
* Work to promote positive relations and share better practice.
* Foster positive relations for cross team and interagency working.

**Learning and development:*** Take ownership and participate in training and continuous development and learning.
* Develop effective communication skills and practices which are trauma informed and promote strength-based practices.

NB. All staff have a duty to protect supported individuals from abuse and to report any concerns immediately to their line manager or other management staff and to work in accordance with the Protection of Vulnerable Groups (Scotland) Act 2007 and Data Protection/GDPR legislation. |
| This job description must be read in conjunction with the general requirements of Frontline Fife’s Policies, Procedures and Performance Appraisal System, and the Standards set by appropriate Regulating Bodies. Frontline Fife is an equal opportunities employer. |



**Person Specification**

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| **Attributes** | **Essential** | **Desirable** | **Assessment** |
| **Experience** | * Substantial experience of working with young people in group settings.
* Experience of establishing meaningful working relationships stakeholders.
* Experience in delivering informative and engaging presentations with a variety of groups and setttings.
 | * Experience of working in schools or other formal settings.
 | Application, Interview, References |
| **Education, Qualifications & Training** | * Educated to HND or equivalent in a related discipline or other recognised professional qualifications/experience.
* Evidence of training in coproduction and/or other collaborative practices.
* Evidence of continuous professional development in relevant field/topics.
 | * Degree level
 | Application |
| **Skills, Abilities & Knowledge** | * Knowledge of the social policy landscape and evidence which informs working with young people (e.g. UNCRC, GIRFEC, Youth Homeless Pathway).
* Knowledge of child protection and safeguarding practices.
* Knowledge of young people’s housing issues, housing options and the social determinants of homelessness.
* Confidence and ability to work independently, as part of team and establish positive relationships/networks with local agencies, schools and community groups.
* Strong organisational skills with the ability to prioritise and work to strict deadlines.
* Willingness to proactively contribute and participate in supervision, training, and personal development planning.
* Full Valid Driving License and access to own transport (with business insurance) or otherwise be able to travel throughout Fife.
* Experience in evaluation and gathering data for assessing impact.
* Confident use of office 365 and social media.
 | * Understanding of the impact which trauma and adverse childhood experiences can have on people.
 | Application, Interview, References |
| **Interpersonal & Communication Skills** | * Confidence in writing, presentation skills and communicating through a variety of methods.
* Ability to harness creativity and build confidence through coproducing materials that engage young people in curious questioning and critical thinking.
* Ablility to translate evidence and information into practical knowledge.
 |  | Application, Interview, References |
| **Value Base** | * Commitment to the principles and practice of continuous improvement.
* Belief in and evidence of working value-based working to promote social inclusion, dignity and respect.
 | * Understanding of participative leadership.
 | Application, Interview, References |