

OUTREACH FACILITATOR ROLE DESCRIPTION

Blue Smile is a Cambridge charity which tackles the growing mental health problem among our children by providing therapy, mentoring and support to schools. We have delivered a well-regarded service in local Partner Schools for over 7 years and have expanded this to provide an Outreach Service, which can take on referrals from a wider range of organisations and therefore support more children.

The self-employed Outreach Facilitator's role is offered to those who have counselling or school-based experience of working with children and young people.

The role provides a valuable opportunity to extend skills in direct work with children, young people, parents and school staff. It also offers in-house training, professional development and gives practitioners the chance to shape a growing service and potentially to develop their careers within it.

It involves working alongside and supporting the Blue Smile Outreach Team in the delivery of various aspects of the Outreach Menu of Services; such as, pupil workshops, group work and school staff training.

1. Reporting structure

The Outreach Facilitator reports to the Clinical Director or Senior Outreach Manager. In consultation with their line manager, the Outreach Facilitator may be required to liaise with the agency/school's senior management and teaching staff in support of their work, always maintaining good working relations and communications.

In the unlikely event that a child protection issue arises, the Outreach Facilitator will report any concerns to their line manager and will be supported in making a report to the school's designated person for child protection, in keeping with Blue Smile's Child Protection Policy.

2. Key Responsibilities

The role of Outreach Facilitator is varied as it reflects the Outreach Menu of Services, and requires the preparation and delivery of one or more of the following services:

pupil workshops,

pupil group work

parent group work

school staff trainings

There may also be opportunities to help with the researching and writing of some Outreach packages.

The Outreach Facilitator will lead or support another Facilitator in the delivery of any of the above depending on their level of training and experience. The fees, as set out below, reflect the different levels of responsibility each service requires.

3. Administration Work

The Outreach Facilitator is required to support their work with appropriate admin, including, the maintenance and storage of accurate, brief and up-to-date records in keeping with Blue Smile's Policy on Note-taking and Storage, and the preservation of appropriate confidentiality, in line with Blue Smile Practice Standards.

4. Evaluation Work

Monitoring of the work through statistics and feedback is central to Blue Smile's performance appraisal and funding applications, so the Outreach Facilitator will ensure relevant questionnaires and outcome measures are completed and reported to head office in a timely manner. If the Facilitator is in a support role working alongside another Facilitator, the responsibility will, in the first instance be that of the lead facilitator.

The Outreach Facilitator abides by BACP's Ethical Framework for the Counselling Professions, by Blue Smile's policies, procedures and Practice Standards, and by the rules and regulations of the referring organisation. It is particularly important that they follow Blue Smile child protection procedures assiduously.

5. Supervision, training and course requirements

Any Outreach Facilitators who are in training towards a professional qualification should ensure they are fulfilling any training and accreditation supervision requirements.

It is expected that all Outreach Facilitators attend an induction training, and child protection training. They are also encouraged to attend Blue Smile's in house trainings to add to their continuing professional development.

6. Role flexibility and development

This description is a general outline of the role's responsibilities and may be amended as reasonable by mutual discussion to support the development of the Blue Smile Outreach Service. The Outreach Facilitator may be required to take on/undertake other reasonable extra duties from time to time, but only by mutual agreement between them and the Clinical Director or Senior Outreach Manager.

If unable to attend the school or agency because of illness or similar, the Outreach Facilitator may need to arrange a substitute for some portions of the role, but only as agreed in advance with the Clinical Director or Senior Outreach Manager.

Outreach Facilitators have an important role to play in potentially contributing to good practice by offering up ideas and suggestions for development of the Outreach Service.

Person specification

- a professional indemnity insurance policy
- a recognised qualification in one or more of the following areas:
 - counselling or therapy with children and young people
 - teaching children and young people
 - family work
- at least one year's post-qualification experience as a practising counsellor, therapist or teacher/TA with children and young people (or sometimes, if not at this stage, previous extensive direct work or volunteer experience with children and/or families)
- an understanding of working with vulnerable and disadvantaged children and young people
- knowledge of best practice and an ability to apply this to the role
- An ability to listen actively without judgement or opinion
- A playful, engaged and understanding approach to children and young people
- Openness and willingness to be self-aware and to think flexibly
- Good interpersonal skills and the ability to work alongside school staff and under a line manager who may be located at a distance from the therapy
- An understanding of equal opportunities and an open approach
- An ability to operate within Blue Smile's policies, procedures and practice standards
- A willingness to take up continuing professional development opportunities
- An ability to keep good records

Employment status

Outreach Facilitators work on a self-employed basis with reasonable expenses paid (agreed in advance and not including travel expenses to and from the designated Outreach venue).

Fees

Fees vary according to the level of responsibility required:

Pupil work-shops:

- Lead Facilitator £17.50 per hour
- Support Facilitator £15.00 per hour

Pupil group work:

- Lead Facilitator £17.50 per hour
- Support Facilitator £15.00 per hour

Parent group-work:

- Lead Facilitator £17.50 per hour
- Support Facilitator £15.00 per hour

School/organisation staff trainings:

- Training Facilitator £25.00 per hour

This work to take place mainly during term time and any work during school holidays to be agreed in advance.

An additional 'Fenland Supplement' of £20 per day may be available upon request to those practitioners travelling more than 20 miles (either way) to work in Fenland schools.

Outreach Facilitators are eligible to attend Blue Smile's specialist trainings for free (normally a cost of £50 per training to external practitioners).

Further information is available from Jess Manley, Clinical Director: jess.manley@bluesmile.org.uk - or on 01223 314725.