

Early Intervention Coordinator Job Description

**Who we are**

The Eikon Charity is one of Surrey’s leading charities supporting children and young people. We listen, we talk, and we help young people with the skills they need to live their best life. And we work with families and professionals to make sure everyone gets the support they need.

We are looking for people with passion and expertise to join us in continuing to be a leading provider of early intervention in Surrey.

**Our vision**

For all Surrey young people to thrive.

**Our mission**

To empower and support young people in Surrey to have the wellbeing they need to be healthy and happy.

**Our values**

We elevate and amplify the voices of children & young people.

The needs of young people guide everything we do, shaping every decision and action we take.

We act with compassion.

We empathise with the pressures of modern life and feel compelled to help without judgement.

We work together.

Partnering with parents, carers, schools, policymakers, and young people themselves helps us all to succeed.

We take responsibility.

We recognise our part to play in the future of children & young people, and we hold ourselves accountable for their success.

**Our culture**

*We recognise our collective strength and champion the power of individuals. Our teams are amazing and inspire people every day. We work hard to create an environment where all of our staff and volunteers feel comfortable to bring their whole selves to work.*

*Diversity enriches us and improves the support we give children and young people.*

*The work we do creates change to be celebrated, rewarding moments, and outcomes to be proud of every day. It can also bring professional and personal challenges to each of us.*

*We support each other to share our moments of success, do the best we can for young people, ensure everyone enjoys their work, and support our colleagues when they need it.*

**The practicalities**

**Location:** Will require travel to a variety of community locations across Surrey and the Eikon Offices, New Haw

**Length of Contract:** Permanent

**Hours:** 37.5 hrs per week, term time only (39 weeks per year)

**Pay:** £25,344.01 to £27,965.81 (£29,000 to £32,000 FTE)

**Benefits:** Sick pay

Safeguarding training

Flexible working where role allows



Pension scheme

Employee Assistance programme

Clinical supervision

**Your line manager:** Service Delivery Manager (Schools)

**Your role:** Early Intervention Coordinator

**Your team:** Eikon Schools Team

The Early Intervention Coordinator is a key role within the School Based Needs Service, working as part of the borough and district-based community teams, comprised of NHS staff and third sector workforce under the umbrella of The Surrey Wellbeing Partnership. This team will build support around schools offering a wide menu of services across a cluster of schools based on borough/district boundaries.

The role of the EIC is to deliver and support children and young people through one- to- one direct work, small group sessions and signposting to specialist services. These interventions will be delivered across a network of secondary schools in the Runnymede, Surrey Heath and Waverley areas.

**Responsibilities**



1. **Design, deliver and review evidence-based interventions for children and young people which aim to improve mental health and well-being and build on existing strengths**

* Assess the needs and strengths of the referred young person and help them identify individual goals to achieve desired change (Goal Based Outcome Assessments).
* Manage own caseload of children and young people facing a wide range of issues, in both one to one and group settings, to address emerging needs and help build resilience, develop coping strategies and improve their mental health & wellbeing.
* Provide advice, guidance and signposting to young people and their families, that will connect them to resources that will support young people’s wellbeing.
* ​To operate at all times from an inclusive values base, which recognises and respects diversity and ensures all work is sensitive to a range of ethnic, cultural and religious groups, is gender sensitive and anti-discriminatory.

1. **Develop and maintain relationships with key school staff in secondary schools and Schools Based Needs Team**

* Work in close partnership and collaboratively with pastoral staff in school, Surrey Wellbeing Partners, Surrey and Borders NHS Partnership, Surrey Children’s Services, local Mental Health Support Teams and other community-based services to provide the most effective service for children, young people and families.
* Ensure that children and young people with more intensive support needs are put in touch with relevant Intensive Intervention services (whilst continuing to provide support until the intensive support is in place)​.

1. **Impact, Monitoring Evaluation and Reporting**

* Accurately record individual engagement and evidence of change using appropriate outcomes data to ensure support programmes can be accurately monitored and evaluated.
* To collect and share case studies that demonstrate good practice and the impact of interventions on outcomes for children and young people.
* Work with colleagues and line manager to ensure that your work is aligned to organisational strategy, key objectives and annual plans and budgets.

1. **Personal Development/Other Duties**

* Keep up to date with good practice, legislation and policies that have an impact on service delivery at Eikon
* Work within Eikon’s internal policies, safeguarding, health and safety, and data protection regulations
* Work as part of a team to lead and inspire collaboration across Eikon
* Attend training as discussed and agreed between yourself and line manager
* Attend team meetings and engage in 1:1 supervision
* Work co-operatively and under the management of The Eikon Charity staff to ensure the highest quality of delivery and support
* Be responsible for equipment/resources linked to service delivery
* Work across multiple geographical locations

**About You**

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| **Criteria** | **Assessed by** | **Essential/ Desirable** |
| **Your Qualifications** | | |
| Relevant qualifications or evidenced experience for working with young people | Application form/Interview | Essential |
| Continuous learning relevant to position  Commitment to continuous professional development | Application form | Desirable |
| Current safeguarding or child protection training/willingness to complete training | Application form | Essential |
| **Your Experience** | | |
| Experience of collaborative working within youth services, education, social care or equivalent setting, in particular project delivery for young people via 1:1s and/or groups | Application form / Interview | Essential |
| Experience delivering support to children and young people aimed at improving mental health and emotional wellbeing | Application form / Interview | Essential |
| Experience building relationships and communicating with parents or carers, to holistically support their child’s wellbeing | Application form / Interview | Desirable |
| Experience of recording outcomes using an agreed goal-based outcome tool. | Application form / Interview | Essential |
| Experience of building trusted relationships with schools and partnership working | Application form / Interview | Essential |
| **Your Skills & Competencies** | | |
| Understanding of challenges young people face and knowledge / resources available to address them. | Application form / Interview | Essential |
| Ability to relate easily to young people from a variety of backgrounds and develop positive relationships that enable change in their lives, setting appropriate boundaries, as well as to build trust | Application form / Interview | Essential |
| Strong interpersonal and communication skills | Application form / Interview | Desirable |
| Ability to manage own caseload of children, young people and parents, including some with multiple and complex needs | Application form / Interview | Essential |
| Ability to keep accurate and clear records of engagements, using an IT system | Application form / Interview | Essential |
| Knowledge of legislation around safeguarding, equality and diversity, and information sharing and consent and ability to follow related policies and procedures | Application form / Interview | Essential |
| **Other** | | |
| Full UK Driving License and able to travel around Surrey. Business insurance required. | Application form | Essential |

This Job Description and Person Specification reflects the duties of the post as they exist at this time and may be subject to change based on the needs of the Department Programme. The post-holder may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required.

Eikon is committed to safeguarding and promoting the welfare of young people and expects all employees and volunteers to share this commitment.

The Eikon Charity is committed to a policy of equality of opportunity and aims to provide a working environment which is free from unfair discrimination and will enable employees and volunteers to fulfil their personal potential.

**Applications**



**As part of our Safer Recruitment Policy, we do not accept CVs.**



If you are interested in applying for the role, please visit our website: [www.eikon.org.uk](http://www.eikon.org.uk)/work-for-us/ where you will find all the information and the application form.

If you have any questions, please contact [recruitment@eikon.org.uk](mailto:recruitment@eikon.org.uk)

Closing date for applications: 13.00 on 7th November

We do not provide feedback on applications.

We are happy to provide feedback to unsuccessful candidates who attended an interview upon request.