



JOIN OUR FIGHT
FOR CHILDREN AT RISK
ON THE STREETS OF
THE UK, INDIA AND
EAST AFRICA

PROJECT CO-ORDINATOR
RECRUITMENT PACK

RAILWAY
children
Fighting for street children



WE BELIEVE IN A WORLD WHERE NO CHILD HAS TO LIVE ON THE STREETS

At Railway Children, we fight for vulnerable children who live alone and at risk on the streets, where they suffer abuse and exploitation. They run away or are forced to leave homes where they suffer poverty, violence, abuse and neglect.

They find themselves living on the streets because they've nowhere else to go and nobody to turn to.

Every day we fight to change their story.

STREET CHILDREN ARE ABUSED, PIMPED, BEATEN, SOLD AND TRAFFICKED

Abusers know exactly where to find them and how to lure them in. Once in their hands, most street children are lost forever. We're there to reach them first.

With projects in the UK, India and East Africa, we aim to reach these children as soon as they arrive on the streets and intervene before an abuser can.

Our pioneering work enables us to get to children before the streets get to them.



WE KEEP CHILDREN OFF THE STREETS FOR GOOD

WE DO THIS IN THREE WAYS

ON THE STREETS

We race to reach a child on the streets before abusers, drug dealers and traffickers do. Finding them shelter, food and support is the first step.

IN COMMUNITIES

We work with families, neighbours and wider communities to raise awareness, change perceptions and to help all children get the support they need to stay safe.

WITH GOVERNMENTS

If the system doesn't change, nothing does. We lobby governments, pressurise and campaign until we get the policy changes that keep children safe, well and off the streets forever.



WE WILL NEVER STOP FIGHTING FOR STREET CHILDREN. WILL YOU?

At Railway Children, we see ourselves as warriors, united in changing the long-term future for children living alone and at risk on the streets.

Our passion and values underpin everything we do. They unite us and provide the energy and optimism that drives us to work harder and harder for the children and young people we are privileged to help.

If you share our passion and our values, the chances are, you'll fit right in.

Effectiveness

Our work is constantly judged on results and impact and then assessed to ensure maximum return on investment, both in our programme outputs and financially. Every penny of donors' money is invested with care and attention to detail.

Innovation

We think outside the box, and are constantly reviewing our work to find new and improved ways of doing the best for our beneficiaries. We are a leader, not a follower and constantly push ourselves to deliver sector leading work.

Bravery

We are not afraid to push the boundaries, ask the tough questions, try new things or challenge the norm in order to change the world.

Honesty & Integrity

We will always act with integrity towards our supporters, partners and peers, acting in the best interests of our beneficiaries at all times.

Sound like you? Then read on...



THE ROLE

PROJECT CO-ORDINATOR

- Salary:** Up to £30,000pa
Hours: 37.5 hrs
Location: Your primary location will be Central Leeds within the train station, but the project work will require you to travel within South & West Yorkshire as well as Humberside. You will also be expected to attend the Head Office in Sandbach, Cheshire occasionally plus some UK travel
- Responsible for:** 1 x Project Workers
Department: Safeguarding on Transport (ST) UK Team Reporting to – UK Head of Programme

JOB PURPOSE

About the Role

- As part of a dynamic team delivering the Safeguarding on Transport project within Railway Children you will lead and coordinate a small team of people working with service users to provide all required Safeguarding on Transport project activities and practices to the agreed standards; collaborating with other colleagues in the locality as necessary.
- You will play a key role in establishing this new project in Leeds. The role will require working closely with British Transport Police as well as local services in the area.

Organisational Relationships

- Responsible to the UK Head of Programmes.
- Responsible for developing and maintaining close working relationships with key agencies and partners in order to deliver and improve Railway Children services.
- To share best practice within Railway Children and with external organisations.
- Raising awareness of Railway Children and its work within the Locality.

KEY RESPONSIBILITIES

SPECIFIC DUTIES:

- In partnership with the Head of Programmes develop and establish the ST Project in Leeds.
- Lead a team of staff in developing and maintaining effective practice and delivery of services to children, young people and families.
- Provide the training elements of ST programme with BTP and transport providers to raise awareness of vulnerable children and young people.
- On the ground ensure all management procedures and routines for each member of the team are in line with Railway Children policies to ensure individual and team capability and motivation.
- To plan and delegate the allocation of workload and resources within area of responsibility ensuring oversight of all case work and activities is maintained at all times.
- To complete staff supervision and case management with project workers.
- Take responsibility for a small number of complex cases and support team members in professional practice.
- To engage young people their parents or carers within the community and deliver direct work to them to address issues within the family unit
- Ensure regular opportunities to discuss with practitioner's relationships and the impact on children, young people and/or families.
- Oversight and control of Service User Recording in the team to ensure it is undertaken in accordance with Railway Children policy.
- To support Head of Programmes in the provision of performance management data and reporting to internal and external stakeholders as required.
- To support Head of Programmes in representing Railway Children, in order to influence practice and provision of support to children, young people and families.
- To maintain active engagement on all Safeguarding matters so that issues are dealt with in the interests of the child, in a compliant and professional manner, with appropriate escalation to, and involvement of, senior management and external agencies in line with Railway Children's Safeguarding Policy.
- To maintain and develop staff competence in their activities by keeping them up to date with relevant developments in social care, education, health and other relevant legislation, and all relevant internal policies and procedures.
- Develop and maintain effective relationships with partners and other agencies to support the delivery of the project.
- Support the delivery of the wider ST programme and contribute to the ST Awareness Training programme.
- Act in a manner that is in keeping with Railway Children's values.
- This role will involve working some unsocial hours, including evenings.
- Undertake any other duties as required and commensurate with the level of this post.

Confidentiality

- The post holder will have access to confidential information and is expected to ensure that the highest level of confidentiality is maintained at all times.

Safeguarding

- The post holder will be required to consent to undergo a Disclosure & Barring Service check (previously Criminal Records Bureau).
- You will also be required to complete a vetting's check with British Transport Police.

References

- We require 2 references. These should be from your most recent employers. If we offer you a position these will be requested.

ABOUT YOU

PERSON SPECIFICATION

We are looking for an experienced project co-ordinator with energy, determination, passion and flair. As well as a proven track record of supporting vulnerable young people, your values will match ours. Bravery, innovation, honesty and integrity will be at the heart of everything you do.

- We are looking for an experienced Project Co-Ordinator with a relevant social care/youth work qualification.
- Possession of a relevant management/supervisory skills qualification
- Experience of working with and supporting vulnerable young people and families in both a 1-1 and group work capacity
- Experience of giving feedback on performance and building continuous improvement in the capability of individuals and the team
- Experience of establishing appropriate partnerships, networks and sharing information as appropriate
- Experience and understanding of managing caseloads and allocation
- Management of assessment, action planning and reviews

THE CHALLENGE

- To be part of a new and exciting project launching in Leeds following the success of our Manchester and London projects.
- To spread the word of Railway Children and the Safeguarding on Transport Project to a new audience and location
- To be part of a new and growing team implementing policies, procedures and developing the management role for the Leeds project
- To learn new systems and processes for recording, monitoring and evaluation of this work
- To be part of a 5 yr strategy raising the profile of vulnerable young people on transport
- Developing partnership working with British Transport Police and the Rail Industry

ESSENTIAL SKILLS AND EXPERIENCE

- Relevant qualification in an appropriate discipline e.g. youth work, social care etc.
- Possession of a relevant management/supervisory skills qualification
- Experience of working with and supporting vulnerable young people and families in both a 1-1 and group work capacity
- Experience of giving feedback on performance and building continuous improvement in the capability of individuals and the team
- Experience of establishing appropriate partnerships, networks and sharing information as appropriate
- Experience and understanding of managing caseloads and allocation
- Management of assessment, action planning and reviews
- Able to handle sensitive and confidential issues with tact and diplomacy
- Ability to be creative and find positive solutions to problems
- Experience and application of Health and Safety and risk management procedures
- Practical understanding of equalities and diversity and experience of applying its principles in the workplace
- Good understanding of the issues surrounding running away and going missing
- Knowledge of the range of support options and services for young people and families
- Experience and understanding of managing Child Protection including Safeguarding processes and procedures
- An understanding and experience of implementing health and safety, data protection and best practice procedures as they relate to working with children, young people and vulnerable adults
- Excellent written, verbal and presentation skills
- Good IT skills (Excel, Word etc.) and experience of using databases



OUR HOME

SANDBACH, CHESHIRE.

Railway Children HQ is conveniently located in the attractive market town of Sandbach, just two minutes from Junction 17 of the M6 motorway. No need for wishing your life away in the car or on public transport whilst trying to get into a city centre – our location is easy to get to, has loads of free parking and plenty of shops and cafes for lunch breaks.

We attract staff from all over the North West, with Manchester city centre just a 40 minute commute and Liverpool less than an hour's drive.

Some of our staff think that Sandbach is so great, they live here. As well as the many shops, bars and restaurants, the town has numerous sports clubs, great schools and of course the weekly market.

Local bus routes run through the town and Sandbach Railway Station is well connected to the main Manchester – Crewe line.





A GREAT PLACE TO WORK.

THE BENEFITS

As well as helping some of the world's most vulnerable children and young people, there are some great perks if you're lucky enough to work for Railway Children.

Project Visits

Where possible we encourage our staff to visit our projects and experience the work we do. That could be here, India, or East Africa.

Time Out

You will start with 25 days holiday per year to recharge the batteries, after three years this will increase by an extra day per year until you reach a very relaxing 30 days leave.

Pension

We offer a pension contribution of 6% of annual salary.

'Railway Children Day'

We might not be able to fund a Christmas party but because our Trustees value what we do, they grant an additional day per year where the office is closed, usually around Christmas time.

A culture we're proud of

Driven by our CEO, family values are at the heart of our culture and make Railway Children an incredible place to work. As well as a flexible working environment, it's one of the reasons why our staff retention is so impressive.



STILL INTERESTED?

HOW TO APPLY...

To apply for this position, please complete the application form at www.railwaychildren.org.uk/jobs and return it to jobs@railwaychildren.org.uk. Please note that Railway Children will only accept applications made using this application form and will not accept CVs.

At Railway Children, we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of vetting checks including criminal records check.

Closing date: Wed 13th March at 5pm

Due to the number of applications often received, only those to be invited for interview will be informed of the outcome of their application. Applicants who have not heard within two weeks of the closing date should assume they have been unsuccessful.

THANK YOU.

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