

## Job Description

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| <b>Job Title</b>  | Programme Facilitator for SLIP (Sex, the Law, Internet & Porn)  |
| <b>Responsible to</b>   | SLIP Programme Manager  |
| <b>Responsible for</b>  | N/A   |
| <b>Based</b>  | Dual work base – home and office, with travel in Cambridgeshire |
| <p><b>Summary and purpose of role:</b></p> <p>At Dhiverse, we provide short term educational programmes around relationships and sex which are age and ability appropriate, and which are delivered in an informal, creative, and accessible way. ‘SLIP’ is one of these programmes. SLIP stands for ‘Sex, the Law, the Internet and Porn’ i.e., the range of topics that are covered in the programme. It is for young people aged 9-24 who have engaged in risky or potentially harmful behaviours and are unaware of the possible consequences and impact of their behaviours.</p> <p>The programme aims to educate and inform participants so that they understand the impact of the behaviours and attitudes they’re displaying towards relationships and sex. We want young people to feel empowered to make informed choices and decisions, to form positive beliefs, values, and attitudes and to have improved self-confidence and self-esteem. The post holder will deliver the pre-designed workshops that make up the SLIP programme, either in a group setting, 1-1 session or drop-in session.</p> <p>The post holder will help promote the programme to relevant organizations such as youth offending teams, schools, Police, PRUs, Early Help and Social Care teams.</p> |   |

## Main duties

1. **Deliver the programme** to both groups and individuals
2. **Help manage workshop content, resources, and programme documentation** – assist with regular reviews and updates as required
3. **Resources** – develop, make, and prepare resources for workshops
4. **Organize workshops** - liaise with organizations, youth offending teams, schools, and other provisions prior to the day of the workshop to ensure all the arrangements are in place
5. **Promote** the programme to relevant organizations, youth offending teams, schools, Early Help and Social Care teams, and to other provisions and agencies.
6. **Relationship building** – to engage and build professional relationships with relevant organizations.
7. **Completing any appropriate monitoring, feedback, and reporting** as required by both our funders and Dhiverse. The Facilitator must keep adequate records for each workshop delivered and report monthly to their manager.

8. **Programme development group** – help to arrange and facilitate the group.
9. **Safeguarding** - to ensure that the children and young people safeguarding policy and procedures are followed and that any identified issues are managed in line with these.

**All DHIVERSE employees are required to:**

1. Always keep their online calendar up to date, so it clearly shows who with, where and when for each day. All external meetings/visits must show full name, contact number and venue of the person you are working with or meeting. Both 'Working at home' times and 'Office' times must be clearly shown in the calendar with start and finish times clear
2. Meet agreed deadlines
3. Compile and submit reports and data as requested by line manager or CEO
4. Read, promote, and adhere to all Dhiverse policies and procedures
5. Take all steps to ensure their own safety and the safety and confidentiality of other staff, service users, volunteers, visitors, and other stakeholders
6. Take responsibility for the security of buildings and their contents
7. Attend meetings, conferences and undertake training and personal development as appropriate
8. To work occasional early mornings, evenings, and weekends
9. Participate in 1-1 meetings with their manager
10. Participate in Dhiverse events and campaigns
11. Take responsibility for all personal administration and always be self-managing
12. To ensure that all correspondence/information sent out is in the preferred format of the recipient; clear; accurate; consistent; well-presented and in line with the image of Dhiverse
13. Ensure that they communicate the aims of Dhiverse and their area of work and other Dhiverse services accurately and consistently
14. Always work to the values and approach of Dhiverse
15. Always maintain professional boundaries
16. Work as part of a team

**Dhiverse is a small team, and all staff are committed to the organization, willing to take on other relevant duties where possible, help and support colleagues where necessary and contribute ideas that will take the charity forward.**

## Person Specification for SLIP Programme Facilitator

### Essential

- Educated to at least GCSE level or equivalent
- At least 1 years' experience of working with and supporting young people including vulnerable young people
- Be able to demonstrate a personal or professional interest in relationships and sex education (RSE).
- The ability to communicate with young people on their level
- Be able to show that you understand the importance of good sexual health and believe in the importance of inclusive, well designed, and relevant relationships and sex education
- Experience of delivering, workshops, lessons, or training sessions for young people
- Excellent interpersonal, organizational, presentation and time management skills
- Good written and verbal communication skills
- Be able to show your understanding of safeguarding, confidentiality, and professional boundaries.
- Be able to show that you are proficient in the use of Microsoft Office, social media, and the Internet
- The ability to work both on your own initiative and as part of a team
- A non-judgemental approach
- Friendly and approachable
- Be able to show that you have an enthusiastic, innovative, and fun but professional approach to work
- A full driving license and access to own transport

### Desirable

- Experience of working in the voluntary sector
- Experience of working with young offenders and those at risk of offending
- Experience of delivering relationships and sex education (RSE)
- Experience of working in a classroom setting
- A teaching or youth work qualification