

Job Description

Post title:	LINX Project Worker
Reports to:	LINX Co-ordinator
Based at	Devon Youth Offending Service, Ivybank, 45 St. David's Hill, Exeter, EX4 4DN
Salary:	Up to £19,000 per annum pro rata One Year contract, with possible extension (subject to funding)

Aim of the post:

To support the LINX Co-ordinator and cover existing commitments made by the Devon LINX Co-ordinator whilst she is on maternity leave.

To provide effective administration support and data record collation for the LINX co-ordinator

To assist the LINX Co-ordinator in tasks necessary for the smooth running of LINX across Devon

Key activities:

- To become fully conversant with the aims and objectives of the LINX programme. This will include an understanding of the model of work, programme material, assessment and delivery.
- To work in partnership with the LINX co-ordinator and external agencies to assess young people's suitability for LINX
- To deliver the LINX programme to young people in a variety of settings such as YOT, Education and Youth Projects
- In conjunction with the LINX co-ordinator provide effective administration for the various LINX groups. This will involve
- Collection of data and input for reporting
- Producing reports from databases as required

- Maintaining manuals, standard forms and various work packs using Microsoft packages
- Ordering goods using agreed procedures
- General correspondence
- Maintain effective filing and other administrative and information systems, ensuring confidentiality and accessibility as appropriate
- Support organisations in the preparation and delivery of session delivery and evaluation.
- To provide reports and participate in LINX steering group meetings where appropriate
- To monitor implementation and report on progress to the LINX Co-ordinator
- To ensure that accurate records are maintained on all young people who have been referred to LINX. This will include assessment data, number of sessions attended, completions, drop-outs etc.
- To develop a library system that will help in the overall management of LINX and its staff.

General Tasks

- To participate constructively in supervision
- To comply with the Trust's policies and procedures, with particular emphasis on Child Protection and Health and Safety
- To comply with and uphold the values of the Trust and be a good ambassador for the Trust and the host organisation at all times.
- Attend and contribute to team meetings, promote equality and anti-oppressive practice