

**EDINBURGH CHILDREN'S HOSPITAL CHARITY**  
**ASSISTANT PROJECT WORKERS**  
**JOB DESCRIPTION**

**Job Title:** Assistant Project Worker  
**Job Location:** The Royal Hospital for Children and Young People  
**Reports to:** Children's Wellbeing Officer  
**Salary:** £18,766-£23,181  
**Hours:** 18 hours  
**Term:** 2 years fixed

**Purpose:**

Enable the organisation to transform the experiences of children and young people; by supporting the delivery of the organisation's hospital youth work service.

**Areas of Responsibility:**

- To assist in supporting the Children's Wellbeing Officer in developing and delivering the organisational strategy, specifically those aspects relating to children, young people and their families.
- To support the non-clinical needs of a wide range of children and young people in the hospital, by supporting the Children's Wellbeing Officer in providing a range of focussed activities and support services, in an age appropriate, engaging facility.
- In recognition of the increasing number of teenage young people, including those receiving CAMHS support, work with them to develop a programme of engaging activities and support; delivered in both 'The Hub', wards and the adolescent spaces.
- Support young people to feel empowered and build confidence through creating social opportunities.
- Assist in supporting families and carers of children and young people in the hospital through a meaningful programme of engagement and activities, including peer support programmes for parents.
- Link with other agencies and organisations to signpost children, young people and their families to places of support and advice.
- Link with the ECHC Arts Programme and hospital play service to provide meaningful engagements for children and young people.
- Ensure compliance with appropriate policies and procedures in line with legislative and regulatory requirements; and deliver agreed best practice in all activities.
- Assist in the evaluation of all projects with patients, families, staff and volunteers.
- Assist ECHC colleagues in any activities which will help to financially sustain the charity. This will include providing information for informing funding applications and providing support for funder visits to the service.
- Engage with the NHS and maintain a strong relationship with the hospital and its staff.
- Any other duties appropriate to the role and in line with the needs of ECHC.

**EDINBURGH CHILDREN'S HOSPITAL CHARITY  
HUB PROJECT WORKERS  
PERSON SPECIFICATION**

REQUIREMENTS	ESSENTIALS	DESIRABLE
<b><u>Education &amp; Qualifications</u></b>	Educated to HND in youth work or community education	Degree in Youth Work or Community education. Registered with the community learning and development (CLD) standards council.

<b><u>Experience &amp; Knowledge</u></b>	<ul style="list-style-type: none"> <li>▪ Experience and/or confidence of working with children and young people</li> <li>▪ Experience of delivering group sessions and activities for young people</li> <li>▪ Experience of achieving outcomes for children and young people</li> <li>▪ Experience of delivering project outputs</li> <li>▪ Experience of working to keep young people safe from harm</li> <li>▪ Knowledge of issues and barriers that young people face</li> <li>▪ Ability to build positive relationships with young people</li> <li>▪ Understanding of the risks involved in working with young people</li> <li>▪ Understanding of the use of marketing to promote engagement of young people</li> <li>▪ Ability to work with young people to co-produce, develop and deliver the service</li> <li>▪ Knowledge of the available services and organisations which children, young people and families could be signposted to for support</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working in a healthcare environment</li> <li>▪ Experience of fundraising organisations</li> <li>▪ Experience of working with families</li> </ul>
<b><u>Additional</u></b>	<ul style="list-style-type: none"> <li>▪ A passion for the rights of children and young people, and the strategic aim and purpose of ECHC</li> <li>▪ Positive, persuasive, motivational individual with an</li> </ul>	<ul style="list-style-type: none"> <li>▪ Full UK driving licence</li> <li>▪ Access to a car</li> </ul>

**EDINBURGH CHILDREN'S HOSPITAL CHARITY  
HUB PROJECT WORKERS  
PERSON SPECIFICATION**

	<p>obvious enthusiasm for the work of ECHC</p> <ul style="list-style-type: none"><li>▪ The ability to manage expectations of stakeholders to achieve the best result for both them and the organisation</li><li>▪ A communicator of the highest standard</li><li>▪ Willing to work flexibly including evenings and weekends as required</li><li>▪ Willing to undertake additional study or learning as required to fulfil this developing role</li><li>▪ Professional and convey the values of ECHC at all times</li></ul>	
--	--	--