



**Spark2Life**  
The Outset Centre, 2A Grange Road,  
London, E17 8AH

Email: [admin@spark2life.co.uk](mailto:admin@spark2life.co.uk)  
[www.spark2life.co.uk](http://www.spark2life.co.uk)

## **JOB SPECIFICATION**

**[please attach a personal statement to your CV and email to [admin@spark2life.co.uk](mailto:admin@spark2life.co.uk)]**

**POST TITLE:** Spark2Life Caseworking Coordinator

**HOURS:** 9-month Fixed Term Contract - Until 31<sup>st</sup> March 2023 highly likely to be extended for another year.

Full-Time 37.5hrs per week holidays.

Flexible working hours required 8am – 6pm

**RATE:** £25,000 - £27,500 Pro rata

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## **JOB PURPOSE:**

To take responsibility for and oversee projects in line with the vision and mission of Spark2Life and line manage Spark2Life staff.

Spark2Life is a Project of the Greenleaf Trust. We work with young people who are struggling with issues of identity, reputation, postcode wars and knife and gun crime. We work with young people in schools, Youth Offending Teams, Pupil Referral Units. We provide structured group and individual mentoring in order to challenge and renew mind-sets and build the necessary skills for positive citizenship. We also have a Prison In –Reach programme through which we mentor young offenders convicted of group offending related offences to address their previous lifestyle choices and change their thinking and behaviour whilst offering them practical support e.g. securing housing or finding a job

The successful applicant will be required to deliver therapeutic case work in line with the vision and mission of Spark2Life.

To work with young people/adults (10-25) involved in anti-social behaviour, offending, at risk of criminal exploitation or gang related activity with a view to developing relationships with them that offer advocacy and support, challenge mindsets and open new opportunities for them to pursue a positive lifestyle.

We welcome applications from those that represent racially minoratised communities and/or those with lived experience.

## **REPORTS TO:**

Service Manager



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## 1 Duties and key responsibilities

### Practitioner

- Deliver grant funded programmes of therapeutic case work
- Develop relationships with 'hard-to-reach' young people who are struggling with issues of identity, reputation, postcode wars and knife and gun crime, displaying high levels of anti-social behaviour and/or connections with gangs
- Undertake one-to-one case work to a maximum of 25 young people; supporting them and providing information, advice and guidance. This includes support around employment and/or education, and other issues as they arise for young people.
- Ensure any child protection issues and any other risks to the project or young people are identified, reported and managed
- Therapeutic case work can include any or all of the following:
- Delivery of service through a Trauma Informed Approach – being aware of Adverse Childhood Experiences (ACEs)
- Offer specialised individual mentoring support for young people at risk of offending or those caught up in it
- Provide signposting to our services and the services of other partners
- Source pathways for job placements & educational advancement
- Offer 1-2-1 mentoring looking at emotional literacy/intelligence
- Provide 10 hours per quarter of professional/school or community training based on your knowledge of gangs and criminality
- Visit young people at school, home or prison
- Support families through signposting to suitable services
- Set written interventions, outcomes, and support plans with service users to be agreed at a monthly supervision meeting.
- Enable the young people to engage with and have their voice heard by local forums

### Project Management

- Participate in Spark2Life management meetings
- Attend quarterly Partner meetings
- Identify positive learning and good practice to report to the Service Manager



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### **Line Management and team development**

- Demonstrate to staff that they are valued by Spark2Life, foster good working relationships within staff teams, and build a fair and open management culture.
- Line manage direct reports and ensure that all staff receive regular support, supervision and appraisal, case management, training and development in line with Spark2Life policies and procedures.  
Work with the Service Manager and Chief Executive on employee relation issues as necessary

### **Monitoring and Evaluation**

- Accurately document all client interaction on Spark2Life's case management database (ChildView), always working in line with Spark2Life's case management policy
- Work in line with GDPR, maintaining confidential service-user records of interventions and contact details in line with Spark2Life's case management policy
- Support in the collation and production of reports as requested, including ensuring that appropriate recording, monitoring and evaluation of work is completed to set deadlines
- Carry out any administrative tasks, monitoring, evaluation and reporting as required

### **General Responsibilities**

- Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position
- Maintain and improve competencies through continuous professional development
- Abide by all organisational policies, codes of conduct and practices
- Support and promote inclusion, diversity and equality of opportunity in the workplace
- Treat with confidentiality any personal, private or sensitive information about individual organisations and/or clients or staff and project data



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## **2 Person Specification Experience**

- At least one years youth work experience of building effective relationships with young people, preferably in a multi-cultural, urban or inner city setting
- Be a credible messenger, or an applicant who has lived experience of the Criminal Justice System
- Enabling young people who display high levels of anti-social behaviour to make positive changes in their lives.
- Delivering casework or a project to KPIs and in to time deadlines
- Liaison with professionals and organizations in the voluntary sector and Local Government
- Building effective relationships with young people, preferably in a multi-cultural inner city setting and motivating and enabling young people who display high levels of anti-social behaviour to make positive changes in their lives
- Experience of case work with hard-to-reach young people (those facing social exclusion, disadvantage, disaffection and criminal exploitation) from deprived communities including those involved in risk taking behaviour or offending
- Mentoring experience
- Entering records into case management and monitoring systems

### **Skills and Abilities**

- Effective communication skills both verbally and in writing with people of many different backgrounds and within a range of settings
- A confident and articulate individual able to communicate effectively with young people, their friends and family members, other workers and members of the wider community.
- Clear and precise writing skills; including evidence of producing reports, policies and tenders.
- Represent Spark2Life on a range of issues and in a range of situations which involves dealing with people at all levels.
- IT skills at a level that supports report writing, email, internet and database.
- Ability to problem-solve difficult situations and deal with them calmly and effectively
- Self-motivated with confidence to work alone but can also work co-operatively and flexibly as part of a team.
- Meticulous case recording including accurate note taking and ability to summarise information to identify key themes
- Ability to manage multiple demands while ensuring timely completion of case reports
- Can maintain professional boundaries and confidential working practices
- Adopt a solution-focused approach and make decisions under pressure



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### **Knowledge**

Regulatory, legal requirements and best practice guidance relating to:

- Up to date understanding of safeguarding practices, policy and procedures
- Factors and issues relating to gang involvement and offending
- Good knowledge and understanding of equalities issues and the issues affecting young people
- Impact of trauma on young people and their support needs
- Voluntary sector working and the role of the statutory sector preferably in the region
- Data protection and confidentiality in relation to client records
- Monitoring and evaluation in commissioned services

### **Education/Training/Qualifications**

- A qualification is not as important to us as relevant life experience and practical abilities to relate to our client group. Evidence of recent continuing professional development in a professional area relevant to the post will be required.
- Key competencies in numeracy and literacy are essential with GCSE grade C, NVQ level 2 or equivalent
- Safeguarding
- Youth and community work
- Managing youth workers
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### **Personal Attributes & Other Requirements**

- Commitment to anti-discriminatory practices and equal opportunities and an ability to apply awareness of diversity issues to all areas of work.
- Undertake training as required.
- Commitment to the core values and ethos of Spark2Life which is based on Christian principles
- Willingness to travel outside of local area to outreach appointments and partnership offices
- Interested and motivated to further own skills and knowledge