



JOB DESCRIPTION

OCD-UK Young Ambassador Project Co-ordinator

JOB TITLE:	OCD Young Ambassador Project Co-ordinator
HOURS:	10 hours per week, some out of hour's flexibility expected.
LOCATION:	Derby/Belper based with some out of hours home based work. Additionally occasional East Midlands and national travel involved.
SALARY:	£12.00 per hour
CONTRACT:	Our project is funded for three years, potential for extended employment beyond that.
ACCOUNTABLE TO:	OCD-UK Chief Executive
HOLIDAY ENTITLEMENT:	8 days, including statutory holidays

PROJECT BACKGROUND:

Obsessive-Compulsive Disorder (OCD) is a serious psychological anxiety disorder that affects nearly 750,000 children and adults here in the UK. In fact OCD is so severe that the World Health Organisation once ranked it amongst the top ten most disabling illnesses.

One-third of patients with OCD develop the disorder before age of 15 years, and about 50% report onset in childhood and adolescence. Researchers at Karolinska Institutet, Stockholm recently wrote that clinical experience suggests that individuals with OCD performed poorer in school and were less likely to finish upper secondary education, start or finish a university degree and finish a postgraduate degree, particularly if they were diagnosed before age 18 years.

But for young people suffering with OCD, the impact of the condition goes far beyond the disadvantages the condition causes academically, it frequently causes catastrophic impact on the young person's ability to form relationships, both at home and with peers. OCD can become devastatingly isolating and lonely leaving many young people feeling so desperately alone and often unable to talk and open up about how they feel.

For that reason OCD-UK are developing a platform that will allow young people (13-18) share their experiences with OCD in a safe facilitated environment. Doing so will not only offer a cathartic platform for that young people to share their experience, but also will help them and others feel less alone and less isolated.

Thanks to funding from a grant provider, this is where you come in! Are you ready to make a positive difference?

OVERALL JOB PURPOSE:

To have responsibility for developing and managing a grant funded project to create a platform allowing 60 young ambassadors with OCD share their OCD experiences, either through written form, video, presentation, creative, audio or other format. Supporting those young ambassadors throughout this project.

You will be responsible for ensuring service delivery and quality standards are maintained and that any safeguarding issues are addressed appropriately. Working strategically through the Chief Executive to develop the project. At the same time looking for opportunities to maintain and develop the project beyond the funding period.

You will be expected to support the Chief Executive in other duties as required, and support the ethos and direction of the charity in promoting recovery from OCD.

A full disclosure and barring service check will be required for this post.

Key Outcomes

- To manage the delivery and development of high quality central platform for young people to share their experiences of OCD.
- Recruit, support and develop 60 young ambassadors with OCD over three years, supporting them through each stage of preparing to share their OCD experiences, delivering that and offering life skills to cope with feedback.
- Create a personal development plan for each young ambassador.
- To enhance and develop the knowledge and skills of young ambassadors, both academically around the medium they chose to share their experience and around OCD and treatment, where possible.
- Develop feedback measures and proactively seek and record feedback for project monitoring purposes.
- Accurately report on the effectiveness of the project for the OCD-UK management and our funders. To ensure compliance with all monitoring reports required by stakeholders.
- To actively contribute to the development of organisational practice and procedures.
- To consult with young people throughout each stage of the project. We want young people to be actively involved in shaping this project.
- To consult with parents of children with OCD.
- To bring young ambassadors together in a safe supported and facilitated environment.
- To have lead responsibility on a day-to-day basis for overseeing the OCD-UK safeguarding policy and other risk issues associated with this project.
- Ensuring that all safeguarding issues are reported to the charity's safeguarding officer and that records are appropriately maintained.
- Liaise regularly with the charity's safeguarding officer.
- To develop the use of modern technology to foster easy communication means when working with young people on a remote basis.

- With the charity's safeguarding officer, develop a safe process for working with young people on a remote platform.
- To be mindful of the financial management of the project and help the chief executive to deliver the project within budget.
- To strategically review potential for future fundraising opportunities on behalf of the charity to continue or expand this project where applicable.
- To maintain and develop effective networks with the funder, supporters and local NHS Children and Adolescent Mental Health Services (CAMHS).
- To be open to personal development feedback from your supervisor and self-evaluate and to undertake appropriate training and update skills as required.
- To contribute to OCD-UK Committee Meetings and other relevant activities where possible and as appropriate.
- Prepare a presentation about the project for the OCD-UK annual conference and OCD Awareness Week.
- Co-ordinate with the Chief Executive or other staff to ensure the smooth technical development of the platform within the website and agree a process for sharing of content.
- To provide an environment, which positively promotes an awareness, understanding and sensitivity towards all individuals and which actively opposes discriminatory practice in line with OCD-UK's Equalities & Diversity Policy.
- To be flexible and willing to consider and develop new and innovative ways of working.

Whilst this job description covers the main duties and responsibilities of the post, it is not exhaustive. The post holder is, therefore, expected to undertake any other reasonable duties which may be reasonably required for the demands of the service in addition to supporting the charity in non-project work where directed by the Chief Executive.

PERSON SPECIFICATION

OCD Young Ambassadors Project Co-ordinator

QUALITIES	ESSENTIAL
Experience	<p>Experience of managing and working with children and young people with mental health problems.</p> <p>Experience of developing and maintaining effective partnerships.</p> <p>Experience of Obsessive-Compulsive Disorder through personal or working environment.</p> <p>Experience of using social media.</p> <p>Experience of planning and delivering presentations.</p>
Skills and Knowledge	<p>Understanding of the impact of OCD on young people and families.</p> <p>Knowledge of procedures and practices relating to the safeguarding of children and young people.</p> <p>A high level of literacy for report writing and story sharing.</p> <p>Proficient in Microsoft Office software and some knowledge with Adobe suite of software.</p> <p>Knowledge of creating stories and personal accounts in blog form.</p> <p>Knowledge of creating video blogs.</p> <p>Excellent organisational skills.</p> <p>Ability to manage a varied workload with minimal supervision, and take initiative in problem solving.</p> <p>An ability to plan, monitor and evaluate workloads in order to achieve project targets.</p> <p>Excellent interpersonal & communication skills, including report writing and briefing skills and importantly sensitivity, tact and diplomacy.</p>

<p>Other</p>	<p>Relationship building skills that enable you to work effectively with the management committee, staff team and service users.</p> <p>Ability to represent an organisation positively at external meetings.</p> <p>Willing and able to work outside normal office hours as required, using remote technology.</p> <p>Proven ability to maintain personal and professional boundaries.</p> <p>A respect and understanding of confidentiality.</p> <p>A willingness to understand the implications of the General Data Protection Regulations act coming into force in May and how we handle our project participants data.</p> <p>Be flexible for attending meetings and able to access our office in Derby or Belper as requested with ease.</p>
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For further information, please email office@ocduk.org

Applications close midday Monday 2nd April 2018