



24 April 2019

Dear Applicant,

Many thanks for your interest in the Programme Coordinator position for our Youth Violence Intervention Programme (YVIP) at Queen Elizabeth Hospital in Birmingham. We launched our service in QE in July 2018, and it has been exciting to see the difference we are able to make to both vulnerable young people and the hospital teams. Our work was featured on [BBC News](#) which gives a taster of what we do.

We are looking for an enthusiastic individual who is highly organised, enjoys collecting and reporting on data, and has the ability to form effective working relationships with a wide range of people.

In this application pack, you will find a job description with a person specification and the terms and conditions of the post. Please read through the person specification carefully as we will be shortlisting applications using these criteria. Make sure you tell us why you want to work for Redthread in your supporting statement.

You will find a copy of our application form and equalities monitoring form on our website at <http://www.redthread.org.uk/join-the-team/> Please send your completed application form and equalities monitoring form to applications@redthread.org.uk.

We will accept applications until 10am on Monday 20 May. Interviews will be held in Birmingham at QE Hospital on Monday 3 June, with a second round of interviews for successful candidates on Wednesday 5 June.

Kind regards,

A handwritten signature in black ink that reads 'Jenny Baker' with a horizontal line underneath.

Jenny Baker
Interim Chief Operating Officer

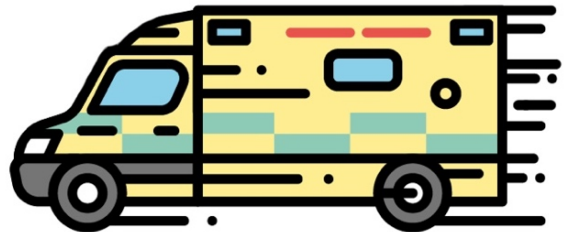
YOUTH VIOLENCE INTERVENTION PROGRAMME

Redthread empowers young people to thrive as they navigate the challenging transition to adulthood by integrating trauma-informed youth work into the health sector. Whether a young person has been the victim of a stabbing, is seeking support for anxiety, has suffered a sexual assault, or wants to find a new home beyond the reach of a gang, we support them to overcome the challenges they face through our dynamic youth work programmes.

Every year thousands of young people find themselves in hospital A&E departments as the victim of serious youth violence. Redthread's Youth Violence Intervention Programme embeds youth workers in hospitals to intervene with these young people. The teams meet the young patients as soon as they can: in the A&E waiting room, on the ward, or even in the resuscitation bay. We believe that this moment of intense crisis, when the young person is nursing a serious injury in the daunting environment of a busy hospital, often alone, can be a catalyst for pursuing positive change – a 'teachable moment'.

Our teams build rapport with the young people, mentor and advise them, and support them to make long-term positive plans to break away from cycles of violence and offending. Problems include exclusion from education, employment or training, a lack of stability in housing, mental health concerns, unstable relationships and reprimands due to criminal activity. Redthread capitalise on our partnerships to ensure long-term work and change is possible for each young person. The teams make well-judged referrals on their behalf, and accompany them to initial meetings to ensure transition is smooth. This work disrupts the cycle that can too easily lead to devastated communities and an exhausted healthcare and justice system.

The programme is well established at London's four Major Trauma Centres. These hospitals care for emergency patients with the most serious injuries and each covers a quadrant of London. This means in a city of 8.5 million people, we work with whoever needs our support when they are in crisis. We were recently featured in a [BBC News](#) report.



"I need this don't I, this is an opportunity for me; to be able to work with you, any of you, could change things for me. I'm ready for that. I'm in! You don't need to ask me again - I'm 100% on board, whatever I have to do. I'm doing it."

A young person's reaction to being introduced to the service

"Redthread youth workers are doing an incredible job helping young victims to move away from the circles that led to them getting hurt"

Sadiq Khan, Mayor of London, July 2016

Programme Coordinator Application Pack

Post Title:	Programme Coordinator
Work area:	Youth Violence Intervention Programme (YVIP)
Responsible to:	Team Leader
Salary:	£18,700 - £20,700 depending on qualifications and experience
Locations:	This post will be based at Queen Elizabeth Hospital, with occasional travel to Redthread's central offices and other projects in London and Nottingham
Contract:	Permanent contract
Hours of work:	37.5 hours a week, usually 9:30am to 6pm with some flexibility required.
Closing date:	10am, Monday 20 May
Interview:	Monday 3 June, with a second interview for successful candidates on Wednesday 5 June

Purpose of the Post

- Provide administrative support to the Birmingham YVIP team, being responsible for data collection and report writing, and a key point of contact for the programme.
- Be part of the team at Redthread, contributing to the development of our programmes and assisting with other projects and activities as required.

Main Duties and Responsibilities

1. Collect and collate all team data for programme monitoring and evaluation, and produce monthly and one-off reports reporting and analysing this data as required for internal purposes and for external funders.
2. Accurately maintain programme databases and administrative records, ensuring the team are following the correct procedures for recording their cases on Lamplight and hospital systems. (Training in Lamplight will be provided.)

3. Be a conduit for referrals to the youth work team through searching hospital records, liaising with clinical staff, and ensuring that emails and phone contacts are responded to.
4. Support and assist external evaluation and research partners, responding to requests for data or information.
5. Act as a key liaison point between the YVIP team and clinical colleagues, and between the team and Redthread's SMT.
6. Liaise with other YVIP programme coordinators to share best practice, and ensure there is consistency in the way data is collected across the different sites.
7. Support the Team Leader with administration tasks and in designing new systems and processes as necessary.
8. Produce high quality verbal and written updates on the programme for Redthread and for the hospital.
9. Support youth workers with their engagement, ongoing intervention, and follow up work with young people, where appropriate. When there is high demand for the service, help to send letters, and assist with relevant signposting.
10. Help to organise and administer hospital steering group meetings and team meetings, taking minutes as required.
11. Review and produce project documents and publicity material and order and maintain project equipment and office supplies.
12. Actively participate in staff meetings, session evaluations, supervision/reviews and planning sessions and in Redthread's overall development, including input on the needs of young people, ideas for new projects, and the on-going development of existing projects.
13. Assist where possible with fundraising events and fundraising, including the maintenance and growth of the regular supporter network, and assist in promoting the organisation's work with young people to the wider community.

14. Assist in maintaining good working relations with Redthread's stakeholders, project partners and with other agencies and represent Redthread at external meetings as required.
15. Encourage and enable young people to participate in all forms of decision-making and management of Redthread's projects, with the ultimate aim of empowering them to shape the services and activities provided for them. To ensure that all young people have equality of access and that the programme promotes opportunities for all young people.
16. Assist the team in ensuring that all Redthread policies and procedures are followed, including Health and Safety, Safeguarding, Data Protection and Equal Opportunities. Report any concerns to an appropriate member of the SMT.
17. Work as a member of the Redthread team and assist as required across all the organisation's projects, including carrying out any other duties that may be required to meet the needs of the organisation.

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working successfully in a similarly diverse and fast-paced role. • Experience of working in a team, supporting colleagues and working together towards shared goals. • Experience of using a wide range of databases and software. • Building professional relationships and working alongside diverse agencies, organisations and individuals. 	
Knowledge	<ul style="list-style-type: none"> • Advanced knowledge and experience of using Excel • Knowledge of research methods, data capture and assessing impact of programmes. 	<ul style="list-style-type: none"> • Knowledge of best practice in handling confidential data
Skills	<ul style="list-style-type: none"> • Highly skilled in use of databases and able to quickly learn new systems. • Ability to analyse, interpret and present data clearly and coherently. • Highly organised with a methodical and thorough approach to work and the ability to multi-task effectively. • Ability to manage own workload effectively and take initiative when working independently. • Excellent verbal and written communication skills with a wide range of people. • Ability to present information appropriately and clearly to various individuals and professional audiences 	<ul style="list-style-type: none"> • Working on Mac-based IT systems
Qualifications	<ul style="list-style-type: none"> • Outstanding academic background with a minimum 2.1 degree and high-grade A-level (or equivalent) qualifications. 	
Professional skills	<ul style="list-style-type: none"> • Self-motivated and committed to personal development • Flexible and committed • Effective time management skills and an ability to prioritise tasks and work flexibly to deadlines • A commitment to and understanding of equal opportunities issues as they apply to all aspects of Redthread's work 	

Safeguarding

Redthread puts safeguarding at the forefront of all its activities. The successful applicant will demonstrate their firm commitment to effective safeguarding practises and high professional standards around all safeguarding issues. An enhanced DBS check is required for this role.

Equal Opportunities

Redthread is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.