JOB DESCRIPTION

PAPYRUS is the UK charity dedicated to the prevention of suicide and the promotion of positive mental health and emotional wellbeing in young people.

1. DESIGNATION
   Community Development Officer (Cardiff)

2. HOURS
   Full time (36 hours per week)

3. SALARY
   £24,313 - £26,317 (NJC 18-22) + 5% employer contribution

4. CONTRACT
   Permanent

5. LOCATION
   Cardiff office with regular travel across south Wales and to other UK offices as required

6. RESPONSIBLE TO
   Regional Manager

7. ACCOUNTABLE FOR
   None

8. PURPOSE OF POST
   8.1 To deliver training and development support to various communities across our South Wales region which you will help to nurture and whose skills in suicide prevention and awareness you will foster and nourish

9. MAIN DUTIES AND RESPONSIBILITIES
   9.1 To deliver PAPYRUS’ suite of training and awareness raising products, including “train the trainer” products
   9.2 To contribute to discussions about making any changes to our training products.
   9.3 To establish, develop and work with PAPYRUS’ Network of Associate Trainers as needed
   9.4 To help identify and engage local communities, volunteers and key partners across Cardiff and the region
   9.5 To help raise the profile of PAPYRUS in Wales
   9.6 Actively engage and work with a range of stakeholders and key partners including but not limited to: young people, parents/carers, statutory and non-statutory agencies, associate trainers and volunteers in suicide prevention and community projects.
   9.7 Utilise and develop evaluation tools to measure the impact of projects and contribute to recording data for report compilation. Contribute to and lead on relevant evaluation and monitoring activities to demonstrate outcomes and impact using appropriate software
   9.8 Develop and maintain effective partnerships with other agencies, locally and regionally.
   9.9 Facilitate a culture which addresses stigma around suicide and so contribute to an increase in help-seeking behaviours.
   9.10 Work effectively and flexibly with colleagues and managers to ensure that high professional standards of performance are maintained.
   9.11 Promote PAPYRUS and engage actively with those personally affected by young suicide to achieve our aims.
   9.12 Collect and analyse all data within agreed protocols and maintain appropriate administrative systems to support and enhance regional activity.
   9.13 Contribute to and promote PAPYRUS campaigns as outlined in the Regional and Strategic Plans.
   9.14 Contribute to and promote PAPYRUS training as outlined in the Regional and Strategic Plans.
   9.15 Understand your duties and manage any matters relating to safeguarding of children and vulnerable adults within PAPYRUS policy.
   9.16 Contribute constructively to regular supervision and appraisal protocols.
9.17 Contribute to and attend PAPYRUS conferences and seminars as required.
9.18 Attend training as required.

10. ADDITIONAL DUTIES
It is the nature of the work of PAPYRUS Prevention of Young Suicide that tasks and responsibilities are in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises and when tasks not specifically covered in their job description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff’s job, it will be included in the job description in consultation with the member of staff.

11. CONFIDENTIALITY
It is expected that all PAPYRUS employees understand that our work is confidential and that neither details about those who use its services nor any other PAPYRUS business should be divulged to members of the public. A confidentiality agreement must be signed on taking up this post. Further details are outlined in the PAPYRUS Confidentiality Policy.

12. BASIC PRINCIPLES
The post holder is expected to be familiar with and have regard to the ethos and values of PAPYRUS and work within that framework. He/she must be prepared to operate without prejudice to all who approach PAPYRUS or work with the organisation at any level.

13. CONDITIONS OF SERVICE
Conditions of Service are broadly in line with those set out by the National Joint Council for Local Government Services. PAPYRUS has a probationary period of 6 months for all posts. Appointment to this post is subject to satisfactory Enhanced DBS check and/or completion of Vetting and Barring Scheme checks.

14. QUALIFICATIONS
See Person Specification