

SUSSEX COMMUNITY DEVELOPMENT ASSOCIATION

Job Description:

Positive Activities Support Worker

Reporting to: Youth Project Manager

Working hours: Part time role servicing East Sussex
22.5 hours per week, exact working pattern to be agreed.

Located Newhaven with some working from Eastbourne - the
cohort being mainly across Wealden area.

Starting salary: £27,291 - £28,962 per annum pro rata
Funded until 30th September 2027.



The Organisation

SCDA was founded in 1997. Its primary purpose is the development of sustainable community-based regeneration initiatives addressing the economic, environmental, and cultural and community needs, and particularly addressing the needs of people experiencing complex challenges in the community.

SCDA now runs a range of projects and services aimed at supporting community involvement across East Sussex. Funding has been secured from a range of sources including Lottery Community Fund and charitable trusts as well as contracts to deliver services and run projects across East Sussex, including from the DWP, East Sussex County Council (ESCC) & Home Office.

To support its core activities SCDA also runs a number of Social Enterprises. These include Sussex Community Counselling, Denton Island Nursery rated as 'Good' by Ofsted, and a charity retail shop.

For further reading and information regarding SCDA's Vision please visit:

<https://sussexcommunity.org.uk/wp-content/uploads/2026/01/Our-Vision-2025-2028.pdf>

There are 12 main service areas grouped under 3 broad headings:

Health and Wellbeing – delivering counselling and suicide support and prevention through Sussex Community Counselling; delivering activities to develop active travel, environmental awareness and strengthen community resilience to the impacts of climate change; deliver activities which address the wider determinants of health and wellbeing and address health inequalities; build stewardship of actions to address loneliness and social isolation.

Vibrant Communities – developing community infrastructure and coordinating activity to identify community needs; delivering activities to support families and family learning for partners and carers of children under 8; creating vibrant community hubs as community resources; supporting an active Young People's voice in the development and delivery of services and the delivery of activities supporting local young people.

Money, Housing and Jobs – supporting unemployed people across East Sussex, specialising in those who find it hardest to find and sustain paid work; supporting access to advice, information and signposting including specialist free, impartial, quality assured, confidential specialist advice; promoting food security and access to healthy, affordable food choices; supporting community wealth building through social enterprise.

SCDA has a strong track record in partnership working and in the quality of service delivery to meet the needs of people experiencing complex challenges: supporting people and communities to thrive.

The context of the job

The organisation currently employs approximately 70 people and delivers projects, services and activities across E Sussex. One of SCDA's Core Values is teamwork and support for colleagues, and we expect all members of staff to demonstrate flexibility within their specified job role and offer continued support to other colleagues and when required.

The post holder will work across East Sussex with a base in Newhaven and some delivery from an Eastbourne location. There are 2 Positive Activities Support Workers based in Newhaven. The expectation is that the workers will divide travel across the County to meet the needs of the Ukrainian guest cohort of families and young people, with current data showing the identified families living mainly in the Wealden area.

There is a requirement to work some evenings and weekends to meet service user and community needs, and to deliver community interest events. Additional remuneration is not applicable, as time off in lieu may be granted in accordance with the policy, or preferably work pattern flexed by agreement in the week before or after such events occur.

Job Purpose

The purpose of the role of the Positive Activities Support Worker (Social Prescriber) is to link Ukrainian children & young people with non-medical sources of support within their community. The Positive Activities Support Worker will be providing support for the mental health and emotional wellbeing of guest children and young people at a time when other specialist services are overwhelmed. This role will help to tackle the wider determinants of health and reduce the number of young people being referred to specialist services by providing them with support from the local and community assets, such as activity providers, at an earlier stage.

The role will also involve capacity building and development work to increase the availability of positive activities in the community for Ukrainian children and young people, in partnership with both internal SCDA colleagues and external organisations. Additionally, this will involve networking with local community groups and activity providers to source local opportunities and third-party services to whom guest children & young people can be signposted.

Main Tasks

- Provide support to Ukrainian guest children and young people, identified as requiring support for their mental health and emotional wellbeing and other needs.
- Work with the child and wider family members to undertake a screening of needs and co-produce a personalised social prescribing plan which encompasses the individual child's needs and characteristics in relation to equality and diversity; and has clear and measurable targets for change that are agreed by the child and family. The focus of this plan will be to introduce or reconnect young people to community groups to access positive activities.
- Co-ordinate a package of support to match the needs and interests identified in the initial assessment. This will involve making connections with community groups and statutory services in the local area and then supporting children and young people to access these for practical and emotional support.
- Regularly check in with the young people and families to monitor their engagement with the offer, attendance at positive activities and the impact of the programme on their mental health and emotional wellbeing. Take steps to amend their offer, for example changing activities or groups, as required to promote the best outcomes for the young person.
- Maintain detailed records of interventions and correspondence; to review the young person's plan, recording evidence of progress and resetting targets if appropriate.
- Continually assess the safeguarding needs of the young person and all family members, raising concerns as appropriate.
- Coordinate the referral process from start to finish, communicating regularly with all stakeholders

- Act as the point of contact for children and young people accessing the social prescription service by arranging meetings in person or by phone as required, including families and carers when appropriate.
- Capture monitoring data systematically, produce timely reports and contribute to the overall evaluation of the service.
- Build and maintain a directory of services, ensuring that groups and services included are compliant with all legislative and safety regulations in order to safeguard clients and their wellbeing.
- Take a proactive approach to build strong relationships with key staff in partner organisations. This may involve attending regular meetings with the local authority, NHS Sussex, Primary Care Networks, schools & other VCSE partners to share learning and best practice and contribute to the development of social prescribing within East Sussex.
- Give Ukrainian young people a voice, ensuring they influence operational and strategic direction of the service.
- Act as a champion for Social Prescribing to raise awareness of this approach and benefits, such as reducing pressure on statutory services, improving health outcomes, and enabling a holistic approach to care.
- Use all methods of communication, including digital media to promote and inform the service.
- Develop simple reference material about Social Prescribing & support for Ukrainian young people, families, professions and other organisations to support the wider programme.

Any other duties deemed necessary to provide a quality service including:

- Apply sensitive approaches and follow GDPR protocols when handling issues pertaining to confidentiality, information sharing, consent to treatment, the rights of young people and the responsibilities of parents and professionals.
- Attend reflective practice and/or clinical supervision, team meetings and line management meetings as required.
- Undertake appropriate SCDA & other training relevant to service delivery.
- Meet regularly with the Senior Social Prescriber for supervision and to ensure services, events and activities are being delivered in line with SCDA requirements, funding specifications and targets
- Ensure that all requirements outlined in the Sussex Community Development Association HR procedures and policies are personally adhered to

EQUAL OPPORTUNITIES

Sussex Community Development Association is working towards equality and has policies relating to the equality of opportunity in employment and service delivery. All staff are expected to comply with these policies.

HEALTH AND SAFETY

All staff have responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with SCDA health and safety policies and to undertake specific health and safety responsibilities as necessary.

This job description will be reviewed from time to time or as necessary and may be amended to meet the changing needs of the organisation. It will also be used as the basis for the determination of objectives and the content is subject to annual review.

Signed by post holder:.....

Dated:.....

Person Specification

Essential education and qualifications:

- [QCF level 2](#) qualifications in English and Maths (or equivalent)

Essential key skills, abilities, knowledge, experience, values and behaviours:

- Communication skills with the ability to develop effective relationships with Ukrainian guest children and young people, their families, other professionals, and delivery partners.
- Ability to engage and motivate these young people to make positive behaviour change through offering intensive support and evidence-based interventions.
- Ability to work one to one and facilitate group work with vulnerable young people, face to face and virtually.
- Ability to identify work priorities and manage a competing workload to meet deadlines using organisation skills.
- Knowledge and understanding of child protection and safeguarding procedures, seeking management guidance when appropriate.
- Ability to communicate clearly and confidently, both orally and in writing; to initiate challenging conversations with young people and their families to challenge negative and entrenched behaviour and to give constructive feedback and praise as appropriate.
- Ability to embed a personal and professional commitment to equality issues through non-discriminatory practice and focuses on a strength-based approach to an individual's protected characteristics.
- Understanding of the broad range of issues affecting vulnerable young people, in particular in relation to their mental health and emotional wellbeing.
- Knowledge of IT systems, including ability to use word processing skills, emails, and the internet to create simple plans and reports.
- Experience of working with vulnerable children, young people and their families and supporting them to make change.
- Team player, motivating attitude and a willingness to adapt to change.
- A commitment to achieving the best outcomes for young people and their families and helping them to overcome difficulties they are experiencing.
- Professional integrity and confidentiality.
- Commitment to take on additional training and professional development.
- Willingness to work flexible hours to meet with children and families outside of office hours, including evenings and during school holidays.
- Ability to meet the travelling requirements of the role travelling around the locality you are based within.

Desirable key skills, abilities, knowledge, experience, values and behaviours

- Experience of working in an educational, social care or community setting.
- Knowledge of a variety of ways to promote children and young people's mental health and emotional wellbeing.
- Knowledge of local community assets which young people could be supported to access
- Working knowledge of digital media.
- Experience of partnership working with the NHS and/or voluntary sector.
- Experience of working with families with complex needs and resistance to engage with services.
- Experience of applying a wide range of approaches to engage and work with 'hard to engage' children and families overcoming barriers to engagement.

- **Post subject to DBS at enhanced level. Car driver & owner essential due to travel required to rural locations not well served by public transport.**