

VACANCY FOR COMMUNITY OUTREACH MANAGER

Location: Gibraltar
Hours: Part-time; approximately 50 hours per month
Salary: £12 per hour
Application: Please send your CV and cover letter to admin@childline.gi
Closing date: 13 January 2019

Childline Gibraltar is looking for a Community Outreach Manager who will be responsible for the development and delivery of an effective Education and Outreach Programme which promotes personal development, health, education and social development to children, young people and adults in local schools, youth and community groups and other relevant settings.

We are looking for a social or youth & community worker who will work with our team to raise awareness about the work of Childline Gibraltar as a support agency committed to safeguarding and protecting children and young people against all forms of cruelty and exploitation.

You will be the public face of Childline in the community, raising the profile of the charity and the issues we are facing through our Helpline and our work with young offenders.

Applicants must have a flexible approach to work, be prepared to work evenings and weekends and to undertake some extra hours on a voluntary basis.

Main Duties and Responsibilities

- Initiate, co-ordinate and develop projects in line with the charity's aims and objectives.
- Identify and assist with the organisation of training events for staff and volunteers.
- Support the charity's awareness by organising and attending educational and fundraising events which take place throughout the year.
- Undertake public relation tasks and represent the organisation at training events and seminars.
- Undertake a lead role in the management and development of safeguarding policies and procedures for the charity's services.
- Manage appropriate budgets proactively, striving for best value of resources.
- Liaise with external stakeholders who may include donors, schools, charitable trusts, community leaders and statutory and government personnel.
- Attend monthly team meetings, and Trustee meetings as required.
- Prepare monthly statistical data and submit an annual report on the Education and Outreach programme.
- Demonstrate an understanding and commitment to the principles of confidentiality.
- Take responsibility for developing an early intervention education programme aimed at children and adolescents in Gibraltar, together with their parents and carers, aimed at increasing awareness on issues affecting young people. Target areas should match high prevalence on the Childline Gibraltar Helpline.

- Identify areas of collaboration and partnership to enable better support and rehabilitation of young offenders supported through our Appropriate Adult Service.

Experience and Skills

- Knowledge and experience of Safeguarding Children
- Background in social work, education or youth work
- Flexible approach to work
- Ability to work independently
- Fluent English, ideally mother-tongue
- Good communication and interpersonal skills
- Excellent administrative and I.T. skills.

The Charity

As the largest children's charity exclusively operating in Gibraltar, improving the lives of Gibraltar's children is our priority.

Child abuse is preventable – not inevitable. It's up to each of us to do everything possible to keep childhood safe from abuse, so children can grow up healthy and thrive. We are proud to have helped hundreds of children and young adults in Gibraltar to overcome many serious issues through our services.