



Job Title: Team Member – Children & Young People (CYP) Services

Location: FordHaven, Somerset

Salary: £6318 per annum – £13.50 per hour

Hours: Part-time – 9 hours per week – Fixed-term, 12 months (with the possibility of extension subject to future funding)

Reports to: CYP Operations Co-Ordinator

About FordHaven:

FordHaven is a family and child focused organisation based in Somerset, dedicated to supporting children, young people, and families. We provide inclusive, accessible services including a SEN Youth Club, Family Support sessions, Home-Education sessions, Holiday Clubs, and Independent Fostering Support.

Role Overview:

The Team Member will provide direct support across FordHaven's children and young people's services, assisting with session delivery, administrative tasks, and one-to-one support. This role is flexible and responsive, ensuring the smooth running of services and supporting the wellbeing of children, young people, and care leavers.

Key Responsibilities:

- Assist with the delivery of Youth Club, Home-Ed sessions and the care leavers service.
- Provide one-to-one support to children and young people as needed, including those with SEND and care leavers.
- Opportunities for additional hours during school holidays to support the delivery of Holiday Clubs.
- Support staff and volunteers during sessions, ensuring a safe, inclusive, and welcoming environment.
- Help with setting up and tidying resources, maintaining equipment, and supporting daily operations.
- Assist with administration, record-keeping, and reporting as required.
- Participate in safeguarding, health and safety, and organisational procedures to ensure all services are delivered safely.
- Contribute ideas to improve sessions, services, and support for children and young people.

Person Specification:

- Experience working with children and young people, including those with SEND.
- Knowledge of the challenges faced by care leavers is desirable.

- Ability to work flexibly across different services.
- Good communication and interpersonal skills.
- Empathy, patience, and a positive, supportive approach.
- Ability to work both independently and as part of a team.
- Understanding of safeguarding and child protection principles.

Desirable:

- Previous experience in youth work, family support, or social care settings.
- Relevant qualifications in childcare, youth work, or social care.

Benefits:

- Supportive, inclusive working environment.
- Opportunity to make a real difference to children, young people, and care leavers.
- Access to training and professional development.

To apply, send a CV + a letter of supporting information to **hr@fordhaven.org**

Closing date: **29th September 2025**