



Job Title:	Children and Young People Case Worker (Children in Care)
Salary:	£26,306 - £27,931
Location:	BLGC Sites and Home Working
Reports to:	Service Manager, Targeted Youth Services
Contract:	Permanent
Hours:	Full time

The Charity

Bolton Lads and Girls Club (BLGC) is a community-based charity driven by a mission to ensure that every child and young person in Bolton has ‘the best possible start in life, so that they have every chance to achieve their aspirations, succeed and be happy’ (Bolton Vision 2030). BLGC provides innovative and accessible services, to enable children and young people to do what they want, where they want, in an inclusive and integrated environment.

We support children and young people and families, especially those from disadvantaged backgrounds, to live happier, healthier and safer lives. Each year we support around 4,000 individuals through our services across Bolton and the surrounding area, and through our outreach in schools and community settings.

Our offer includes: A Universal Youth Provision providing diverse youth club activities, sports, multi-media, social interaction and arts; a Targeted Youth Service providing critical support to some of our most vulnerable children and young people and families in the community; a Football facility that provides fundamental football skills and emphasises the importance of inclusivity and teamwork; an Education provision providing an alternative curriculum for children and young people who benefit from creative and practical approaches to learning in a supportive and nurturing environment.

BLGC Enriching Young Lives

Infinity 18 Spa Road Bolton BL1 4AG

01204 540100 | info@blgc.co.uk | blgc.co.uk

Registered Charity No: 1051292



In 2024 and 2025 BLGC has been a certified Great Place to work

Our Vision and Mission

Vision

Every young person in Bolton has the opportunity to be the best they can be.

Mission

We will provide great places to go, positive things to do, and people that care.

Our Key Principles

- Keep things simple.
- Always do the right thing.
- Offer excellent customer service.
- Provide an environment for people to be the best they can be.
- Be exceptional in the moments that matter.

Our Values

Driven

We don't give up and we do whatever it takes. difference.

Empowering

We enable people to be the best they can be.

Fun

If you enjoy what you do, you do it better! Work is serious and we do it with a smile on our face.

Caring

Genuine people who care make the

Excellence

We aim to deliver the highest standards of service and continuously improve through robust quality assurance and innovation.

About the role

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You will be an energetic, solution focused and creative to ensure the best outcomes for children and young people on our Mentoring Service. Coordinating a caseload of young people who have been referred for a range of reasons, you will be responsible for ensuring children and young people get the most out of their mentoring experience. You will match children and young people aged 8 years plus with trained volunteers and supervise the relationship, or directly work with a young person dependent on what that child needs.

A good communicator with excellent interpersonal skills is needed to engage and negotiate with children and young people. Attending a variety of professional meetings is key to the role, to best understand how to support a young person and volunteer in building their self-esteem, self-confidence and resilience and raise aspirations.

Meeting targets as outlined by funders is a crucial element of the role and ensuring the quality of support children/young people and their volunteers receive to achieve positive outcomes. You will work in a team delivering training to volunteers and organising group activities. This role requires a flexible working pattern and you will be expected to work evenings and occasional weekends. You will also be expected to travel to different venues/locations.

Main Responsibilities

- To offer direct support and interventions to young people to assist them in reaching their identified goals.
- To match children/young people with volunteers and provide support to manage and monitor the relationship they share.
- To maintain regular contact with both parties ensuring regular updates to include young person's progression, any issues or concerns, professional information sharing.
- To monitor, supervise, support and guide volunteers, organising appropriate training when needed to ensure they have relevant skills and knowledge to support the young people they are matched with.
- To attend professional meetings and work with other relevant agencies to keep young people safe, thrive and work towards their aspirations.
- To complete all necessary assessments prior to match and ongoing assessment tools to measure outcomes, impact and capture young person's views wishes and feelings.
- To record work using case management database.
- To ensure all necessary safeguards are followed and checked with volunteers.
- To work with and support children/young people from diverse backgrounds focusing on building self-esteem, self-confidence and resilience using a trauma informed approach.
- Work alongside colleagues across BLGC to ensure young people can access the opportunities the organisation has to offer.

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- To signpost to other agencies and create exit plans that provide supportive pathways once they have left the service when necessary.
- To write quality case studies and good news stories that demonstrate the impact of the work.
- To be involved in the development and delivery of training of volunteers and to assist with events that ensure volunteers feel valued, supported, and have a sense of belonging.
- Ensure that you follow safe practice, manage risk and constantly review your casework.
- To actively take part in reflective supervision and performance reviews.
- To keep children and young people safe in line with safeguarding policies and local authority arrangements around safeguarding.
- To participate in reflective supervision, both individually and as part of the team.
- To understand and adhere to policies and procedures at all times, with particular emphasis on equal opportunities, health and safety and safeguarding.
- To undertake any other work requested by your line manager.

Person Specification

		Essential ✓	Desirable ✓	Method of assessment ✓
Qualifications				
	A minimum of GCSEs in Maths and English grade C or above	✓		A
	Qualifications in related field: Degree in Youth & community Work; Child Development; Social Sciences; Social Worker Degree / qualification		✓	A
Experience				
	A minimum of 1 years' experience of direct work with children and young people	✓		A
	Experience of making assessments on risk and the needs of children/young people		✓	A
	Experience of engaging children and young people from a variety of backgrounds.	✓		A
	Experience of planning and delivering activities that enable children/young people to achieve set outcomes	✓		A
	Experience of working with children in care or on the edge of care		✓	A

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Experience of partnership working with other agencies to promote the best outcomes for children and young people		✓	A
Experience of delivering training		✓	A/I
Experience of working in the voluntary sector		✓	A/I
Experience of line managing and supporting volunteers		✓	A/I
Knowledge and Skills			
Excellent interpersonal and relationship building skills	✓		I
Ability to work on own initiative, prioritising and working to deadlines and work under pressure at times	✓		A
Ability to write reports and accurate case notes	✓		A
Working knowledge of safeguarding and child protection	✓		I
Proficient IT skills	✓		A
Knowledge of Children's Rights		✓	I
Working knowledge of the care system and the issues that children in care face		✓	A
Personal Attributes			
Non-judgmental and empathic attitude	✓		I
Positive attitude and self-motivated	✓		I
Resilient and solutions focused	✓		I
Good home internet access and work-space	✓		A
Full Driving licence and use of vehicle	✓		A

Method of Assessment Key:

A Application Form
I Interview

Applicants should be able to demonstrate that they can meeting the following:

In addition, we will need the following:

- Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer is confirmed).
- Any reasonable adjustments we can make to assist you in your application for the selection process.
- In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS.

Why join Team BLGC?

BLGC is a great place to work, we work hard, but we have fun! We change and save the lives of thousands upon thousands of children, young people and families. In addition, we also offer the following:

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- Flexible working opportunities
- Generous leave benefits
- Contributory pension scheme
- On site gym
- Birthday leave
- Enhanced Compassionate Leave
- Enhanced Maternity Pay

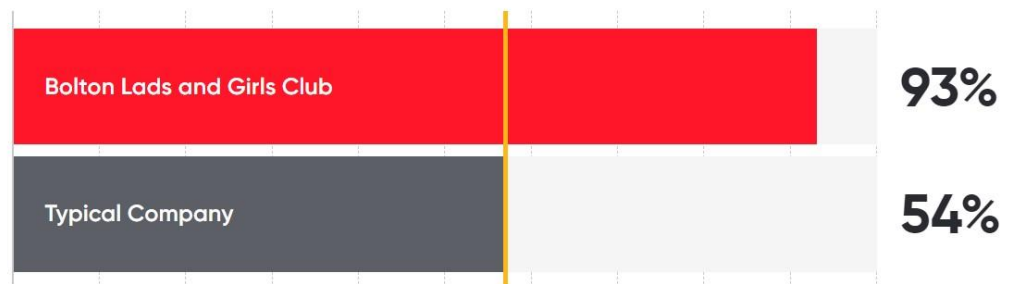
In 2024 Great Place To Work® recognised Bolton Lads and Girls Club on the following Best Workplaces Lists.



Company Culture at Bolton Lads and Girls Club

The employee experience below at Bolton Lads and Girls Club, compared to a typical company.

93% of employees at **Bolton Lads and Girls Club** say it is a great place to work*, compared to **54%** of employees at a typical **UK based company**.



*Responses to the statement "Taking everything into account, I would say this is a great place to work." vs. a typical UK company.

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