



## **JOB DESCRIPTION**

### **OCD-UK Young Ambassador and Parents Project Co-ordinator**

You will be responsible for delivering two exciting projects that will make a positive difference in the lives of children suffering with Obsessive-Compulsive Disorder (OCD).

<b>JOB TITLE:</b>	OCD Children/Young People's and Parents Lead
<b>HOURS:</b>	40 hours per week, some out of hours flexibility expected, for which time off in lieu will be given.
<b>LOCATION:</b>	Belper based with some out of hours home based work. Additionally, East Midlands and national travel involved.
<b>SALARY:</b>	£29k-£32k Annual Salary
<b>CONTRACT:</b>	Our project is funded for two years, potential for extended employment beyond that. Contracts will be rolling 6-month basis for that two-year period, with the salary rising on each contract renewal, subject to satisfactory performance review and meeting of project targets.
<b>ACCOUNTABLE TO:</b>	OCD-UK Chief Executive
<b>HOLIDAY ENTITLEMENT:</b>	20 days, plus statutory holidays

## **PROJECT BACKGROUND:**

Obsessive-Compulsive Disorder (OCD) is a serious psychological anxiety disorder that affects nearly 750,000 children and adults here in the UK. In fact, OCD is so severe that the World Health Organisation once ranked it amongst the top ten most disabling illnesses.

One-third of patients with OCD develop the disorder before the age of 15 years and about 50% report onset in childhood and adolescence. Researchers at the Karolinska Institute, Stockholm recently wrote that clinical experience suggests that individuals with OCD performed poorer in school and were less likely to finish upper secondary education, start or finish a university degree and finish a postgraduate degree, particularly if they were diagnosed before the age of eighteen.

But for young people suffering with OCD the impact of the condition goes far beyond the disadvantages the condition causes academically, it frequently causes catastrophic impact on the young person's ability to form relationships, both at home and with peers. OCD can be devastatingly isolating, leaving many young people feeling so desperately alone and often unable to talk and open up about how they feel, even to their parents.

For that reason, OCD-UK is developing two projects that will make a positive and life changing difference for children affected by Obsessive-Compulsive Disorder (OCD). The projects have significant overlap, therefore we are seeking a positive and dynamic individual to innovate and take the lead on both projects, which will total 40 hours a week.

### **Project 1 (30 hours a week) - OCD 'PEP' Talk (Parents Education Project)**

OCD-UK is developing a brand-new project that will benefit children and young people affected by Obsessive-Compulsive Disorder (OCD) through directly working with and educating their parents. By educating and helping parents understand all aspects of their child's OCD and treatment processes, the child will ultimately be the beneficiary.

**Project 2 (10 hours a week) – OCD Young Ambassador Project**

OCD-UK are developing a platform for young people (13-18) to share their experiences with OCD in a safe facilitated environment. The aim is to not only offer a cathartic platform from which they can share their experiences, but also help them and others feel less alone and less isolated.

**Thanks to funding from two grant providers (Children in Need and National Lottery Community Fund), this is where you come in! Are you ready to make a positive difference in the lives of children and young people suffering with OCD?**

## **OVERALL JOB PURPOSE:**

To have responsibility for developing and managing both grant funded projects.

This includes, designing, developing and delivering the PEP Talk project according to the project brief with an overview to deliver OCD and treatment education to parents of children with OCD. This will be done through the delivery of two main project activities.

1 – Delivering a series of OCD educational workshops for parents (of children with OCD) across the East Midlands

2 – Writing, creating and editing a series (50-100) of short FAQ video responses for our website.

Additional project activities include preparing written worksheets, information booklets and organising relevant activities and speakers at the OCD-UK annual conference.

In addition, you will be also continuing the delivery and reshaping of the current Young Ambassador's project. This project involves creating a platform for 60 teenagers with OCD to share their OCD experiences, either in written form, through videos, presentations, creatively, through audio or another format. Supporting those young people in the creation of their work and helping to further develop their involvement in the charity.

You will be responsible for ensuring service delivery on both projects and that quality of project standards are maintained. You will be working strategically with the Chief Executive to develop the projects and to ensure sustainability beyond the two-year funded period.

You will be expected to support the Chief Executive in other duties as required and support the ethos and direction of the charity in promoting recovery from OCD using evidence-based treatments.

A full disclosure and barring service check will be required for this post.

## Key Outcomes

- To manage the delivery and development of both projects.
- Recruit, support and develop project beneficiaries, which includes two separate groups, children and young people with OCD and parents of children with OCD.
- Create a personal development plan for each young ambassador.
- Develop feedback measures and proactively seek and record feedback for project monitoring purposes.
- Accurately report on the effectiveness of the project to OCD-UK management and our funders. This is to ensure compliance with all monitoring reports required by stakeholders.
- To actively contribute to the development of organisational practice and procedures.
- To consult with young people and parents throughout each stage of the project. We want project beneficiaries to be actively involved in shaping this project.
- To bring young ambassadors together in a safe supported and facilitated environment.
- To have lead responsibility on a day-to-day basis for overseeing the OCD-UK safeguarding policy and other risk issues associated with this project.
- Ensuring that all safeguarding issues are reported to the charity's safeguarding officer and that records are appropriately maintained.
- Liaise regularly with the charity's safeguarding officer.
- To develop the use of modern technology to foster easy communication when working with young people on a remote basis.
- With the charity's safeguarding officer, develop a safe process for working with young people on a remote platform.
- To be mindful of the financial management of the project and help the chief executive to deliver the project within budget.
- To strategically review potential for future fundraising opportunities on behalf of the charity to continue or expand this project where applicable.

- To maintain and develop effective networks with the funder, supporters and local NHS Children and Adolescent Mental Health Services (CAMHS).
- To be open to personal development feedback from your supervisor and self-evaluate and to undertake appropriate training and update skills as required.
- To contribute to OCD-UK Committee Meetings and other relevant activities where possible and as appropriate.
- Prepare a presentation about the projects for the OCD-UK annual conference and OCD Awareness Week.
- Co-ordinate with the Chief Executive or other staff to ensure the smooth technical development of the platforms within the OCD-UK website and agree a process for sharing of content.
- To provide an environment, which positively promotes an awareness, understanding and sensitivity towards all individuals and which actively opposes discriminatory practice in line with OCD-UK's Equalities & Diversity Policy.
- To be flexible and willing to consider and develop new and innovative ways of working.
- Promote the projects at OCD-UK support groups on a regular basis (at least quarterly).

Whilst this job description covers the main duties and responsibilities of the post, it is not exhaustive. The post holder is, therefore, expected to undertake any other reasonable duties which may be reasonably required for the demands of the service in addition to supporting the charity in non-project work where directed by the Chief Executive.

## PERSON SPECIFICATION

QUALITIES	ESSENTIAL
<b>Experience</b>	<p>Experience of managing and working with children and young people with mental health problems.</p> <p>Experience of working with parents/carers.</p> <p>Experience of developing and maintaining effective partnerships.</p> <p>Experience of Obsessive-Compulsive Disorder through personal or working environment.</p> <p>Experience of using social media.</p> <p>Experience of planning and delivering presentations.</p>
<b>Skills and Knowledge</b>	<p>Understanding of the impact of OCD on young people and families.</p> <p>Knowledge of procedures and practices relating to the safeguarding of children and young people.</p> <p>A high level of literacy for report writing and story sharing.</p> <p>Proficient in Microsoft Office software and some knowledge with the Adobe suite of software.</p> <p>Knowledge of creating stories and personal accounts in blog form.</p> <p>Knowledge of creating video blogs.</p> <p>Excellent organisational skills.</p> <p>Ability to manage a varied workload with minimal supervision, and take initiative in problem solving.</p> <p>An ability to plan, monitor and evaluate workloads in order to achieve project targets.</p> <p>Excellent interpersonal &amp; communication skills, including report writing and briefing skills and importantly sensitivity, tact and diplomacy.</p>

<b>Other</b>	<p>Relationship building skills that enable you to work effectively with the management committee, staff team and service users.</p> <p>Ability to represent an organisation positively at external meetings.</p> <p>Willing and able to work outside normal office hours as required, using remote technology.</p> <p>Proven ability to maintain personal and professional boundaries.</p> <p>A respect and understanding of confidentiality.</p> <p>A willingness to understand the implications of the General Data Protection Regulations act which came into force in May 2018 and how we handle our project participants data.</p> <p>Be flexible for attending meetings across the East Midlands (Lincolnshire to Northampton) and able to access our office in Belper as requested with ease.</p>

For further information and to submit your application, please email [office@ocduk.org](mailto:office@ocduk.org)

Applications should comprise covering letter (1 page) and CV

**Applications close 5pm on Friday 19<sup>th</sup> July 2019**