



## **Transitions Officer**

<b>Salary:</b>	£24,000 (pro rata)
<b>Hours:</b>	17.5hrs per week
<b>Location:</b>	Belfast based with remit across Northern Ireland
<b>Contract Period:</b>	One Year Fixed Term
<b>Accountable to:</b>	Project Co-ordinator

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### **The Work**

BDA is currently providing local support to Deaf people through empowerment and advocacy. The aim is community advocacy, community empowerment and the development of local campaigns to ensure that local public service providers carry out BSL Charter Pledges. It also provides support for Deaf young people, children and their families through sign language.

With funding secured from the Big Lottery Fund, BDA NI is seeking to develop the work amongst children and young people through our 'Deaf Roots & Pride' project. The vision of this project is to engage Deaf children and young people (aged 8-20) who are transitioning from primary to secondary education, or from secondary to external environments, and to offer empowerment, skills and mentoring support.

The successful candidate will be an individual who is passionate about promoting the BDA, enjoys working with young people and has experience (or knowledge) of transition programmes, the remit and role of the Health and Social Care trusts, and the Education System in Northern Ireland.

### **The Role**

The role is to work in conjunction with the project co-ordinator and project mentor to see that the aims of the project are achieved. The Transitions Officer will have a particular focus on establishing and maintaining stakeholder relationships within the Education system, Social workers and Healthcare professionals such as Teachers of the Deaf.

### **Main Duties and Responsibilities**

- Market and promote the 'Deaf Roots and Pride' project
- Work with the 'Deaf Roots and Pride' Project Coordinator and Project Mentor to sustain the continued success of the Project.

- Establish and develop relationships with key stakeholders to encourage collaboration in key areas such as, but not limited to, Education and Social care.
- Provide guidance to schools, colleges, teachers and pupils and ensure they are kept well informed of the support provided by the DRP Project
- Organise and set up transitions training & information sessions in conjunction with the team
- Facilitate group research on current issues for children/young people in transition and support them to develop a range of resources and practical support to address these
- Research, develop and co-ordinate the delivery of Deaf Roots and Pride Transition training where required
- Establish and maintain databases of beneficiaries and collate ongoing evaluation of progress and outcomes using established measurable indicators.
- Identify & target groups and schools in which to promote the programme and run activities
- Establish and implement targets and plans with the Project Co-ordinator
- Work alongside the team to reach Deaf children and young people
- Maintain regular meetings with stakeholders
- Produce promotional materials to advertise the programme
- Report to Project Co-ordinator
- Recruit volunteers to assist in organising, setting up and running events
- Monitor, review and evaluate programme, reporting difficulties/delays to Project Co-ordinator
- Raise and maintain the profile and status of the organisation within the local community, amongst current and potential users, the public, charitable and business organisations.
- Ensure that the organisation's obligations under Health & Safety legislation are fulfilled
- Actively implement all the organisation's policies
- Undertake any other tasks as identified by line-management

## **PERSON SPECIFICATION – TRANSITIONS OFFICER**

### **REQUIRED KNOWLEDGE**

#### **Essential**

- Knowledge of either British or Irish Sign Language and what the British Deaf Association provides/promotes in the Deaf community
- Knowledge of Deaf community and culture
- Understand issues affecting Deaf children and young people
- Having a good knowledge about disability rights, equality issues and responsibilities and their relevance to Deaf people and how to access them
- Knowledge of word processing, database and spreadsheet packages

#### **Desirable**

- Able to demonstrate an understanding of Transitions
- An awareness of youth culture
- Demonstrate a knowledge of the Education and Health and Social Services, how they work and the services they provide

- Knowledge of Marketing practices and Social Media
- Understand and commit to equal opportunities and 'safeguarding'
- Understand accreditation/awarding body process
- Recognised qualification (or ability to demonstrate competence) in English

## **SKILLS & ABILITIES**

### **Essential**

- Fluent Sign Language user with good communication skills
- Ability to engage with Deaf children and young people
- Ability to motivate others
- Ability to use own initiative
- Highly committed and flexible
- Ability to identify and solve problems in a resourceful way
- Ability to manage budgets in conjunction with the Project Co-ordinator
- Have good listening skills and be able to relate to Deaf children and young people

### **Desirable**

- Have good administration and record keeping skills
- Activity planning skills: organising and managing events
- Ability to work as part of a team and contribute towards the overall work of the BDA in Northern Ireland
- Ability to prioritise and meet deadlines

## **EXPERIENCE**

### **Essential**

- Experience of providing transition sessions / training for Deaf children & young people
- Experience of establishing/developing relationships in a work environment

### **Desirable**

- Experience of working with young people in a group or one-to-one basis

## **OTHER**

- Must be available for some overnight stays and flexible working hours with some weekend or specific event commitment required
- Be willing to undergo an Access NI check
- Be willing to use own car (and provide details of insurance) or public transport for the purposes of mentoring
- Be willing to undergo relevant training
- Be patient and non-judgemental
- Have respect for the beliefs of others