**CORNERHOUSE (YORKSHIRE)**

**Job Description**

**Job Title:** Flipside Project Coordinator **Salary:** £27,101.63 - £28,915.15 **Hours of Work:** 35 hours per week **Annual Leave:** 27 days plus bank holidays **Line Manager:** Operations Manager / CEO **Base:** Cornerhouse (Yorkshire)

**Project Overview**

The Flipside project, delivered in partnership with The Warren, provides a range of interventions to prevent young people with complex needs—identified as high-risk—from becoming first-time entrants into the criminal justice system.

**Objectives**

* Work effectively to meet the aims, objectives, and service standards set for the project.
* Establish links with other internal and external projects.

**Key Responsibilities**

**Service Delivery**

* Build trusted relationships and provide intensive support to young people aged 11–19 who are at risk of entering the criminal justice system through one-to-one and activity-based interventions.
* Support young people at risk of CSE (Child Sexual Exploitation) or CCE (Child Criminal Exploitation), assess risk, and develop bespoke trauma-informed support packages using the ARC framework.
* Work with young men exhibiting early signs of controlling behaviour.
* Attend relevant panel meetings, such as MAYVE and other operational-level panels to discuss the needs of young people.
* Supervise Flipside staff members, offering case advice, wellbeing support, and allocating cases during allocation meetings.
* Collaborate with The Warren and other agencies (Youth Justice Service, Police, Health, Children’s Social Care, Voluntary and Community Organisations, Education, etc.).
* Work flexibly, including outside normal office hours, to meet the needs of young people and the service.
* Signpost and support young people to access long-term services.
* Engage creatively and dynamically to overcome barriers to participation, considering the young person’s perspective.
* Contribute to contract monitoring and reporting for funders.
* Commit to ongoing professional development and participate in supervision with your line manager.

**Direct Service Delivery**

* Receive referrals through Flipside allocation meetings and conduct needs assessments for individual service users or groups.
* Following assessment, provide appropriate information and support on issues affecting young people, helping them understand their situation and develop effective support plans for continued safety and wellbeing into adulthood.
* Manage a caseload of young people with varied and complex needs, prioritising appropriately and attending relevant meetings.
* Refer to other agencies when appropriate and in the best interest of the service user.
* In collaboration with the Operations Manager/CEO, supervise Flipside staff and allocate cases.
* Represent Cornerhouse and Flipside professionally at panel meetings.
* Uphold the Cornerhouse Culture Code.
* Undertake any other duties commensurate with the role, as agreed with the CEO.

**Strategy**

* Actively contribute to staff teams and working groups to develop and implement effective strategies addressing issues impacting young people’s lives.

**Resources**

* Ensure resources and equipment related to the service are maintained and fit for purpose.
* Contribute to Cornerhouse resources by creating and sourcing materials relevant to caseloads.

**Policy and Practice Development**

* Share learning from service practice.
* Ensure the service remains relevant to local needs and operates to standards consistent with locally and nationally agreed principles.

**Note: This post is partly self-administered**