

CYP Practitioner Job Description

Job title	Children & Young Person's Practitioner
Responsible to	Children and Young Persons Service Manager
Base office	Medway
Department	Children and Young People (CYP)
Hours	37 hours per week until 31 st July 2026 (with extension subject to successful funding)
Location	Medway
Salary	£24,772.74

Purpose of Post

CYP Practitioners are responsible for providing early intervention and guided self-help support to children and young people (CYP) aged 5-18, and up to 25 for those with Special Educational Needs (SEN), experiencing mild to moderate mental health and emotional wellbeing difficulties. Practitioners will work across various settings, including schools, community venues and using digital platforms (e.g. Microsoft Teams) to deliver individual and group sessions focused on building resilience, improving wellbeing and increasing understanding of mental health.

The elements which overall comprise North Kent Mind's CYP Service are:

1. Psychoeducational presentations
2. Group support sessions
3. Individual support sessions
4. Project development and research
5. Networking and partnership working
6. Project management
7. Service monitoring and evaluation

*CYP Practitioners are deployed in elements 1, 2, 3, 4 & 5 above.

CYP Practitioners may bring particular skills in group facilitation, individual wellbeing support, life coaching, therapeutic interventions (including creative approaches to wellbeing) or experience of working with children and young people in a variety of settings. The role contributes to the development, planning and delivery of North Kent Mind's CYP service provision and supports our mission to promote positive mental health.

Structure of the Post

CYP Practitioners report to the CYP Service Manager and receive regular supervision and training. They will be provided with structured resources and materials for session delivery, including evidence-based tools aligned with national guidance (e.g. i-THRIVE, NICE).

This is an all-year-round role, primarily aligned with school term times, as most delivery takes place in educational settings. CYP Practitioners will typically be assigned to fixed school(s) or projects to support consistency and relationship-building, but may also contribute to other areas of delivery based on service need. During school holidays or quieter periods, practitioners may support wider service activities such as resource development, triage, digital delivery, or project-based work.

The office base for this role is Medway. Delivery occurs primarily within Medway, however flexibility for travel across Dartford, Gravesham, Swanley, and Medway, is required. Travel costs incurred as a result of the workload beyond the usual distance to the your office base are reclaimable as expenses in line with policies and procedures.

CYP Practitioner delivery hours fall between 8:30am and 4:30pm. Specific working days and times will be agreed based on school need and candidate availability following interview. Delivery will be primarily face-to-face/in person across schools, community venues or in our offices, with occasional online delivery where appropriate and agreed.

A: DUTIES OF THE POSTS: GENERAL

These duties apply to all North Kent Mind Staff:

1. To work within a framework which:
 - Abides by all the policies of North Kent Mind, including Equal Opportunities, Confidentiality, Health and Safety, Information Governance, GDPR.
 - Promotes Social Inclusion, Empowerment, Well-being and the Recovery Model
 - Respects, encourages and builds on individual clients' coping strategies, skills and autonomy.
 - Maintains good liaison with any other outside agencies as is necessary
 - Promotes good joint working, links and cross-referral with all North Kent Mind colleagues.
2. To participate in supervision and appraisal.
3. To attend staff meeting and service team meetings.
4. To attend training/meetings and some annual events as required.
5. To undertake any other duties which the CEO or Board of Trustees may, from time to time, reasonably delegate or assign.

B. DUTIES OF THE POSTS: SPECIFIC

North Kent Mind CYP Practitioners will:

Group Work / Presentations

- Deliver psychoeducational group sessions (typically 45–60 minutes), using approved templates from the shared resource folder or developing bespoke materials tailored to presenting needs.
- Use standardised outcome measures, e.g. Warwick Edinburgh Mental Wellbeing Scale (WEMWBS), Child Outcome Rating Scale (CORS), to monitor impact.
- Prepare, set up and tidy session environments.
- Facilitate groups on themes such as anxiety, low mood, self-esteem and wellbeing.
- Record attendance and session delivery on the digital case management system (Lamplight).
- Provide signposting and follow-up support as required.
- Manage any emotional distress or safeguarding concerns during sessions in line with internal policy.
- Tailor sessions appropriately to the age and needs of participants.

- Gather participant feedback using internal feedback forms and uploading this to Lamplight for impact monitoring and evaluation

Individual Work

- Work with young people to identify personal goals and develop wellbeing strategies.
- Use a coaching-style, solution-focused approach to support CYP on a one-to-one basis.
- Provide guided self-help for issues such as anxiety, low mood, stress, low level self-harm or emotional regulation.
- Use standardised outcome measures, e.g. Warwick Edinburgh Mental Wellbeing Scale (WEMWBS), Child Outcome Rating Scale (CORS), to monitor impact.
- Maintain accurate notes and case records on Lamplight.
- Respond appropriately to any risk, safeguarding, or escalation needs.
- Offer information, resources, and signposting to additional support services.
- Gather participant feedback using internal feedback forms and uploading this to Lamplight for impact monitoring and evaluation.

Note: Individual support is not therapy but guided self-help, using evidence-informed tools and techniques.

Development and Research

North Kent Mind CYP Practitioners will:

1. Support engagement with local schools, services, and community partners.
2. Maintain awareness of CYP legislation, safeguarding practice and best practice guidance.
3. Support with identifying gaps in provision or emerging needs
4. Contribute to the development of age-appropriate materials and resources.
5. Promote the service and projects within it at events and/or with local partners where appropriate

Networking

North Kent Mind CYP Practitioners will be required to network with external agencies and represent North Kent Mind. This may involve:

1. Liaise with school staff, youth services and other professionals.
2. Promote partnership working using a 'joined-up care' approach
3. Participating in meetings, workshops, and forums where appropriate
4. Help to raise awareness for CYP mental health and promote the service

Additional flexibility

As a charity, North Kent Mind delivers a range of projects funded through time-limited and evolving funding streams. As such, funding arrangements may change during the course of employment. In response to these changes, CYP Practitioners may be redeployed to contribute to pilot programmes or other service areas that align with their skills and experience.

Examples of this may include supporting triage calls, helping to develop new resources, or assisting with other service-related tasks. Wherever additional responsibilities are identified, workloads will be balanced appropriately to ensure staff are supported and not overextended. Any changes or redeployment will be discussed in advance and managed collaboratively with the line manager to maintain staff wellbeing and service quality.

C. DUTIES OF THE POSTS – OPTIONAL

Where a CYP Practitioner has specialist skills (e.g. art-based interventions, lived experience, peer support), they may lead bespoke sessions or support the development of themed projects. These duties will be agreed in discussion with the CYP Manager.

Personal Specification

Criteria	Essential	Desirable
Relevant qualification in health, education, youth work, psychology, level 3 counselling skills or related field (proof will be required)	✓	
Understanding of issues affecting CYP mental health	✓	
Experience of supporting CYP with emotional wellbeing	✓	
Non-judgemental, empowering attitude	✓	
Ability to engage CYP in meaningful, age-appropriate ways	✓	
An awareness and understanding of legislation relevant to CYP work	✓	
Experience of working in group and 1:1 settings	✓	
Familiarity with guided self-help or wellbeing tools	✓	
Ability to work within a team	✓	
Excellent written skills	✓	
Excellent interpersonal and listening skills	✓	
An understanding of the need for strong professional boundaries	✓	
Proactive and flexible approach to problem solving	✓	
Organised, self-motivated, and able to manage time effectively	✓	
IT literate (email, Word, digital forms, etc.)	✓	
Ability to work term-time hours	✓	
Additional training or certification in mental health, emotional wellbeing, or guided self-help (e.g. MHFA, Cyp Mental Health etc.)		✓
Familiarity with standardised outcome measures and collecting feedback		✓
Car driver/owner with access to a vehicle		✓
Knowledge of local services and referral pathways		✓
Experience of supporting volunteers		✓