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| **Job Title** | **Part-time Family Connections Worker with Family Journeys** | |
| **Hours of Work** | We prefer regular weekly hours of at least one – two shifts per week.  Flexibility in location and work pattern is requested, although we work with staff to ensure the best fit with your circumstances. | |
| **Location** | Outreach locations:  East Lothian  West Lothian  Edinburgh  With some attendance at our headquarters in Edinburgh for training and team meetings, these may also be online | |
| **Accountable to** | Service Manager | |
| **Salary** | £15.50 per hour | |
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| **Introduction** | Family Journeys supports families after separation, providing a range of services to parents and children. At present these services operate throughout the Lothians in outreach locations, with an established team and pool of sessional staff.  Our work requires a high degree of trust and professionalism. Working with families in complex situations where a high degree of professional judgement is required. Our work requires commitment to safety and child protection and working to a high standard expected by families, social workers, solicitors and courts.  Child Contact will become regulated by 2022 and mediation is already a professional with formal registration. Codes of practice therefore guide our work. | |
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| **Key responsibilities** | Direct responsibilities:   * Support families using Family Journeys services, providing child contact sessions in in our contact centres; * Follow risk assessments, safety plans and child’s plans to ensure parents and children are safe and supported. * Manage playroom and parents’ room set up, equipment, refreshments cleaning and sanitising at the end of sessions; * Liaise with Family Journeys case manager on allocation of cases, record case notes and any communicate with families using the service on our content management system; * Represent Family Journeys to external stakeholders; * Support evaluation of our services by gathering service users’ views, and recording activities against objectives and outcomes.   Responsibilities to contribute to:   * Contribute to development of new approaches and good practice to support children and parents. * The development of training and support for sessional staff and volunteers. | |
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| **Additional responsibilities** | * Work to, and implement the organisation’s policy and procedures. * Adhere to and promote respect for health and safety throughout the organisation. * Follow the organisation’s financial procedures. * Support Family Journeys’ communications and PR activities. * Use new technology and engage with our IT systems appropriately to your role. * Engage with external stakeholders positively. | |
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| **Key relationships** | **Internal**  **Direct line management**:   * Senior Worker   **Internal relationships:**   * Sessional staff and volunteers working in contact services * Area Team Leaders   **Accountable to:**   * Service Manager   **External**   * Parents and children using our services * Regulatory bodies who may be appointed nationally in the future to monitor Child Contact services | |
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| **Essential requirements** | * Ensuring that, at all times and for all service users, our services are inclusive and actively seek solutions to ensure those with different disadvantages benefit from our support * To model and promote Family Journeys values. * Strict adherence to data protection and confidentiality policies * Visible commitment to and adherence to good practice in all our policies and in particular to safety and child protection * Compliance with our PVG requirements * Ensuring our services and organisation as a whole respects and promotes equality and diversity * Ensuring our organisation complies with government guidance and the law | |
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| **Person specification** | | |
| **Essential criteria** | | **Development requirements** |
| Experience of direct work with disadvantaged and diverse families  Experience in supporting parents and children.  Experience in child development, child attachment, play.  Experience in child protection issues. | | Working understanding of GDPR.  Good verbal and written skills. |
| Professional qualifications as required by SSSC and any other future regulatory requirement. | |  |
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| **Organisational requirements** | **Team meetings:** as required. Meetings may not be held within your standard work hours, as many staff are part time. You will be expected to attend all staff meetings, but timings will be rotated to ensure all staff can include these in their standard working pattern in turn. These meetings may be brief and held online to maximise convenience, but are essential to our communication and organisational development.  **Continuing professional development:** all staff are expected to maintain their familiarity with new working practices and approaches in their professional field and in information technology relevant to their role.  **Team working:** as a small organisation, we require all employees to work flexibly to enable us to meet operational demands and share workload when other staff are absent. Requests will be reasonable and proportionate. |
| **Performance management** | **Probationary period:** N/a  **Standards of performance** and objectives for your work will be clearly communicated and agreed in advance of the performance period. |