



## **Job Description**

**Job Title:** Family Support Worker (including specific prison work & working with offenders)

**Job Purpose:** To work as part of the Family Support team to deliver support services to families. Take an active role in the planning and delivery of groups.

**Salary:** £23,919 pro rata for Part time

**Contract:** Permanent

**Location:** Brently & Henbury Children's Centre

**Reporting to:** Family Support Leads

**Responsible for:** Parents/carers and their children, Students and Volunteer

**Hours of work:** 38.5 hours per week All Year Round, Part time considered

### **Key responsibilities of the role include:**

To provide and maintain an emotionally secure, safe, consistent, supportive and caring environment appropriate to the individual needs of young children and their families.

Work as part of the team to plan and support the delivery of family support across the local community, working in partnership with other agencies including prison work.

Working with families of offenders.

Track the progress of children and families using appropriate measures

### **Duties and responsibilities include, but are not confined to the following:**

#### **1. Families**

To assist in the planning and delivery of groups both targeted and universal in accordance with the Centre's policies and being mindful of Centre initiatives and of the Early Years Foundation Stage Curriculum.

Ensure accurate records and evaluations of groups and 1-1 work with families in accordance with Centre policies.

Promote and value families' experiences within an anti-discriminatory framework.

Foster respectful, supportive and warm relationships with parents/carers and children by taking part in activities with them.

Plan a range of activities to meet the wants/needs of the family/families within each individual group, focusing on their interests.

Carry out home visits as required. Monitor and maintain records of intervention and progress of each individual family where additional support is necessary.

Liaise with parents, other team members and professionals as appropriate.

Maintain a child centred environment, reviewing room layout, appropriate displays and play materials to ensure the environment is stimulating and attractive.

Be aware of, and implement all of the Centre's Policies including Child Protection & Safeguarding, Equal Opportunities and Behaviour Management.

## **2. Parents**

Encourage parental involvement in every aspect of the group you are delivering.

Show support for parents as stakeholders of the Centres/groups.

Ensure good communication between the team and parents by using a range of relevant strategies appropriate to the individual.

## **3. Children's Centre Responsibilities**

To cover management shifts as necessary.

Work as a member of the team while accepting the individual responsibilities of the post.

Attend staff and other meetings as required.

Participate in fund-raising events.

Undertake training and regular appraisals as part of your personal and professional development.

Monitor the conditions of the toys and equipment in terms of health and safety and report any concerns immediately.

Work in compliance with the health and safety policy at all times.

Maintain high levels of record keeping as necessary in the course of your work.

Support students, trainees and volunteers.

Maintain and ensure the cleanliness of all group settings.

Undertake any other duties required in keeping with the aims of this post.

## **Individual Specification**

### **Essential**

1. Minimum 2 of years' experience of working effectively in an early years setting or in Community Support work, meeting the developmental and health needs of the children under 5 and other specific needs to families.
2. Willingness to undertake relevant training for this post.
3. Good IT skills and the ability to use electronic computer systems.
4. Knowledge of equal opportunities.
5. Knowledge of child protection and safeguarding procedures.
6. Experience in identifying the needs of parents & carers & individual children.
7. Contributing towards assessment of family progress.
8. Good communication with children and families.
9. Proven skills in planning programmes for groups/individual families.
10. Effective and accurate verbal and written communication skills.
11. Ability to work towards the creation of a caring and safe environment.
12. Proven skills in organising activity to achieve defined targets.
13. Proven skills in developing family support programmes to develop parenting skills.
14. Proven ability to work as part of a team.
15. Ability to work with a variety of team members across a range of settings throughout the Community.
16. Due to covering a wide geographical area, a full driving license is required with access to a vehicle.

### **Desirable**

17. Level 3 qualification or above in a relevant discipline
18. Qualifications in BTEC National Diploma in Childcare Studies or CACHE Diploma in Childcare and Education (NNEB) or equivalent Social work or community work.
19. Experience of community development work.
20. Experience of working with offenders and or their families.
21. Baby massage training.
22. First Aid.
23. Familiarity with the concept of Children's Centres.
24. Willingness to undertake further training.

### **Application information**

Closing date: Ongoing

Please complete an Application Form which can be found on our website at:  
<http://bhchildrenscentre.org.uk/job-board/>.

Email documents to: [brentry@bhchildrenscentre.org.uk](mailto:brentry@bhchildrenscentre.org.uk).

Ideal Start date: As soon as possible

BHCC is an equal opportunities employer. We welcome applications from people of all backgrounds including ex-offenders. We can only accept applications from candidates who have the right to work in the UK.

**Completing your application**

Candidates are asked to complete all the standard information required on the application form, addressing all of the criteria identified at application stage.

**Selection procedure**

The selection will be by a panel of the Senior Leadership Team. Candidates will be notified immediately after shortlisting has taken place.

**Deadline for applications:** Ongoing

**Interview date:** To be confirmed

**References**

Two references will be required in all cases, both being professional and one being from your current employer. In accordance with Safer Recruitment references will be requested immediately after shortlisting. The offer of employment will be subject to BHCC receiving two satisfactory professional references and an enhanced DBS check.