

**Job Description & Person Specification**

Job Title: **Early Years Worker**

Responsible to: **Senior Development Officer**

Salary: **£20,856-£24,423 (pro rata)**

Hours: **Part time (21 hours per week). This post requires some evening and weekend work.**

Location: **Based within Visibility Head Office, 2 Queens Crescent, Glasgow**

 **with travel throughout Scotland**

Contract: **Fixed term until 31 July 2020**

**JOB DESCRIPTION**

Job Purpose:

Reporting to the Senior Development Officer and working as part of the children and families service, the Early Years Worker will be responsible for delivering and developing our Little Explorers groups and Sensory Saturday activities for children under 5 years of age and their families.

The post holder will be expected to work with families on a one to one basis through home visits offering emotional support and advice. They will develop an understanding of issues affected by children with a Visual Impairment and develop relevant resources to support the child and their family.

They will be expected to build on existing relationships and forge new partnerships with professionals and other organisations to ensure Visibility is positively represented at a local and national level.

Specific Duties & Responsibilities:

* Facilitate Little Explorer Groups and Sensory Saturdays for young children and their families.
* Support planning and implementation of general activities e.g. Family Days ensuring they meet the needs and interests of the children and their families.
* Work with children and families to identify their needs and what support can be provided by Visibility and/or other agencies.
* Provide information, emotional and practical support to parents and carers through telephone calls, social media, face to face or group sessions, and through home visits.
* Make appropriate referrals to other agencies, including other areas of Visibility.
* Work with education, health, social work and other organisations involved with the children to raise awareness of the issues faced and how they can support them.
* Support volunteers involved with the project.
* To manage database information to provide accurate records.
* To be involved in the evaluation of the project .

Other key duties and responsibilities:

* Contribute to and lead on occasional fundraising activities across the organisation.
* Contribute ideas to Visibility’s ongoing development with specific reference to children and families and Habilitation.
* Become familiar with accessible forms of communication and work these into daily practices.
* Carry out risk assessments where appropriate and be aware of your duties regarding health and safety.
* To become familiar with Visibility services, establishing good, productive, team working relationships with colleagues.
* To make effective use of training opportunities made available through Visibility and other appropriate organisations.
* To work within the policies of Visibility.
* Other relevant duties as delegated by line manager.

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Qualification in working with children |  | **✓** |
| Practical experience of working with children | **✓** |  |
| Practical experience of supporting people with a Visual Impairment |  | **✓** |
| Understanding of current policy and legislation relating to children of all ages | **✓** |  |
| Understanding of current research around visual impairment and children | **✓** |  |
| Evidence of continued professional development | **✓** |  |
| Ability to work collaboratively with a wide range of external stakeholders including members, volunteers and the public | **✓** |  |
| Highly organised and able to work on own initiative | **✓** |  |
| Proven experience with current versions of Microsoft Office, PowerPoint, Access and Excel packages, email systems and other relevant computer systems | **✓** |  |

**ADDITIONAL INFORMATION**

* Annual leave entitlement: 25 days annual leave and 12 days public holidays
* Pension: Visibility employees are automatically entered into The Pensions Trust pension scheme which is a contributory scheme.
* References: This appointment is subject to satisfactory references.
* PVG/Disclosure: Membership of Protecting Vulnerable Groups (PVG) scheme is a requirement of this post.
* Probationary procedures: This post is subject to a 6 month probationary period.
* Equal Opportunities: Visibility is committed to Equal Opportunities and welcomes applications from all candidates whatever their age, race, nationality, religion, ethnic or national origins, gender, marital status, sexual orientation, or disability.
* Application process: Please complete the application form and send to info@visibility.org.uk or post to Visibility, 2 Queens Crescent, Glasgow, G4 9BW by **Monday 14 January 2019 at 12 noon**.

**Please note that interviews will be held in Glasgow week commencing 28th January 2019.**