****

**Job Profile Project Worker (Resilient Families)**

**Salary scale:** £21,997

**Hours per Week:** 37 hours per week

(Fixed term – 1 year starting in February 2019)

**Responsible to:** Team Leader (Resilient Families)

**Job Purpose**

To support and deliver the Resilient Families programme which will work with disadvantaged and isolated families with children under five who are experiencing complex and challenging circumstances. Resilient Families will include a range of health and wellbeing, educational, counselling, and intensive support activities. The project worker will help parents develop the knowledge, skills, resilience and confidence they need to manage their circumstances and they will ensure all activities run safely and efficiently and follow the aims and objectives of Healthy Valleys.

**Responsibilities will include:**

* Support the individual assessment/action planning for individuals/families and attend meetings with beneficiaries, volunteers, staff and partners agencies as required
* Co-ordinate the day to day delivery, facilitate and ensure the smooth running of the Family Educational Support Programme which includes various health & wellbeing/parenting courses, Health@Home and 1:1 support for families
* Organise venues, crèches, transport and volunteers to enable participants to attend groups and courses
* Ensure records are completed and maintained including registration forms, registers, health forms, session records, risk assessments & evaluations
* Ensure the health, safety and welfare of the participants at all times
* Communicate effectively with beneficiaries, volunteers and other members of staff
* Work closely with the Team Leader to support volunteers
* Marketing and promotion of Resilient Families
* Ensure all outputs outcomes are being achieved
* Represent the Organisation at external meetings
* Work in partnership with other agencies to help get the best possible outcomes for children and families
* Ensure all Healthy Valleys policies and procedures are implemented and adhered to
* Support the Team Leader to produce reports for funders, quarterly & annual reports
* Ensure Healthy Valleys policies and procedures are implemented correctly
* Contribute to the project by attending staff meetings and development sessions to evaluate, review and plan services
* Undertake training and continued professional development as relevant to the project and as defined by your line manager
* Undertake any other duties as required by the Board of Directors

**Project Worker**

**Resilient Families**

**Person Specification**

| **Criteria** | **Essential** | **Desirable** |
| --- | --- | --- |
| **Knowledge and Experience**   * Experience of co-ordinating and delivering community led health   improvement programmes   * Experience of engaging and working with people in need of extra support * Experience of working in the community and voluntary sectors * Experience of engaging and supporting volunteers * Sound knowledge of health and wellbeing * Good understanding and practice of health and safety * Experience of partnership working | √  √  √  √  √  √ | √ |
| **Knowledge and Skills**   * Qualified to SVQ level 2 in Health, Social Care, community learning and/or practical working experience in the community * Excellent verbal and written communication skills * Proven ability to meet operational deadlines * Excellent organisational skills * Knowledge of rural South Lanarkshire * Excellent ICT Skills | √  √  √  √  √ | √ |
| **Personal Attributes and other Qualities**   * Highly motivated and able to work on own initiative and as part of a team * Friendly personality with a non-judgemental and positive attitude * Ability to work collaboratively with others at all levels and   provide a positive role model   * Have a flexible approach to work * Full driving licence, with business insurance and access to own transport | √  √  √  √  √ |  |

Applicants must have a flexible approach to work and be willing to work evenings and weekends as required.

This position is funded by Chance to Flourish for 1 year.

All positions are subject to a PVG Disclosure Scotland check and requires the successful candidate to have a current driving licence and access to transport for business purposes.