 **

**Community and Family Support Worker (part time 17.5 hours) -**

**Job Description/ Person Specification.**

**Role Context**

With Kids provides an early intervention service working with very vulnerable children and families in South West Edinburgh. This includes individual therapeutic support for children to help them build the personal skills and resilience to cope with future challenges and achieve their potential in adult life. A key element of this work is to support families to meet better the needs of their children and to develop support networks in the wider community. As a development of this work we have established a Children’s Zone in Calders and we have now secured funding through the Aspiring Communities Fund with support from the European Social Fund to allow us to develop a Zone for the whole of Wester Hailes and surrounding area.

**Purpose of role**

The purpose of this role is to work alongside the full time family support worker to assist in the development of community support networks for children and parents/carers including the recruitment and support of volunteers. This will involve working with other staff to organise group activity sessions, social skills groups, etc. You will work to build links with other voluntary organisations, health and local authority staff.

**Specific Duties**

* To work in conjunction with project staff, parents and schools to develop and implement a range of groups designed to build the social and emotional skills of vulnerable children and their family.
* To work with parents/carers to identify and organise group activities which build their confidence, personal and parenting skills
* To develop, in conjunction with project staff, a programme of activities designed to involve both parents and children including school holiday programmes, community events etc.
* To liaise with project and school staff to identify activities which will build a supportive school environment
* To act as a facilitator to promote self-help in the community
* To develop volunteering opportunities; manage, support and train volunteers.
* To be responsible for administrative tasks in relation to the above duties.

**General Duties**

* To provide verbal and written reports as may be required.
* To work in accordance with the organisation’s policies and procedures.
* To carry out any other reasonable duties that may be required to meet the needs of the service.

**Person Specification – Essential**

* Ability to demonstrate key competencies involved in community development work.
* Ability to support and motivate within a team structure.
* Ability to communicate effectively both orally and in writing, including telephone skills, writing minutes / reports.
* Ability to work on own and as a member of a team.
* Ability to prioritise and manage time and resources in a competent manner.
* Awareness and understanding of the needs of vulnerable children and families.
* Experience of facilitating and managing meetings.
* Experience of working face to face and communicating with members of the public.
* Highly motivated and able to use own judgement and initiative.
* IT literate, experience and ability to use computerised systems.

**The person appointed must be a member of the Protection of Vulnerable groups (PVG) scheme.**