

Job Title	Team Leader – Family Connections Centres with Family Journeys
Hours of Work	12hrs per week (with flexibility to work more hours if required) Regular weekend and evening working is expected, along with weekday attendance at meetings and training.
Location	Outreach locations: East Lothian West Lothian With some home-based working and some attendance at our headquarters in Edinburgh (these may also be online).
Accountable to	Service Manager
Salary	AP2/3 £21,559 to £25,439 pro rata
Holidays	35 days annual leave pro-rata including ten days' public holiday taken at any time in the leave year by agreement with your line manager.
Introduction	<p>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.</p> <p>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.</p> <p>Child Contact will become regulated by 2022 and mediation is already a profession with formal registration. Codes of practice therefore guide our work.</p>
Key responsibilities	<p>Direct responsibilities:</p> <ul style="list-style-type: none"> • Support families using Family Journeys services, providing positive, playful and attachment-promoting child contact centres and activities; • Through line management of sessional workers, develop and manage child contact centres in a specific geographic area; • Develop and manage a range of opportunities for children and parents, including supervised and supported contact, handovers and themed/supported play supporting child attachment; • Report to Programme Workers / Service Managers ensuring all service use is well documented and evidenced, using our database. • Represent Family Journeys to local venue managers, local social and family support services, when required. <p>Responsibilities to contribute to:</p> <ul style="list-style-type: none"> • Contribute to development of new approaches and good practice to support children and parents. • Line management of a small team of sessional staff, including regular support and supervision; overseeing scheduling and adherence to policies, terms and conditions; • Assisting in the quality assurance, monitoring and reporting on services you lead, including inputting to case files and database use. • Implementing positive practice standards and attending training. • Working positively with volunteers assigned to your areas of responsibility.

	<ul style="list-style-type: none"> • Contributing to the organisation’s development and review of policies and procedures. • Ensuring good practice in relation to Child Protection/Vulnerable Adult procedures and liaising with the CP/AP Co-ordinator (Service Manager) to ensure good practice in relation to safety and protection.
Additional responsibilities	<ul style="list-style-type: none"> • 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, which may include limited delegated authority over team budgets. • 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.
Key relationships	<p>Internal</p> <p>Direct line management:</p> <ul style="list-style-type: none"> • Sessional staff for family connections centres • Volunteers <p>Indirect line management:</p> <ul style="list-style-type: none"> • N/a <p>Accountable to:</p> <ul style="list-style-type: none"> • Programme Worker / Senior Programme Worker • Service Manager <p>External</p> <ul style="list-style-type: none"> • Social Workers, Child & Family Service Managers • Regulatory bodies relevant to our work
Essential requirements	<ul style="list-style-type: none"> • 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
Person specification	
Essential criteria	Development requirements
Experience of direct work with disadvantaged and diverse families Experience in supporting parents and children.	Experience of operational planning Experience of monitoring, evaluation and reporting

<p>Experience in child development, child attachment, play. Experience in child protection issues. Working understanding of GDPR. Good verbal and written skills. Knowledge of social exclusion and experience of developing inclusive services. Understanding of domestic abuse and its impact of parents and children. Understanding of risk and safety planning. Commitment to trauma-informed practice.</p> <p>Experience of leading teams Experience of case recording IT Skills</p>	<p>Experience of using client database</p>
<p>Professional qualifications as required by SSSC and any other future regulatory requirement.</p>	

<p>Organisational requirements</p>	<p>Team meetings: at least once per month. 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.</p> <p>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.</p> <p>Professional registration: if your registration is required for your role, you will be supported to undertake the required registration requirements.</p> <p>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.</p>
<p>Performance management</p>	<p>Probationary period: all new employees are appointed with a probationary period of 6 months. Performance reviews are six monthly with your line manager.</p> <p>Standards of performance and objectives for your work will be clearly communicated and agreed in advance of the performance period.</p>

