Job Description:

**Post:** Family Support Worker

**Hours:** 25 hours per week

**Salary:** £22,542 - £27,552, pro-rata

**Location:** North Lanarkshire

**Reports to:** North Lanarkshire Service Manager

**Department:** North Lanarkshire Service

##### **Overview**

The Family Support Worker will be responsible to the Project Manager for the delivery of the support services for single parents, young parents and their children. The role will include the provision of family support, outreach activities, training and the co-ordination and delivery of Community Hubs for single parents.

##### **One Parent Families Scotland**

One Parent Families Scotland is the leading charity working with single parent families in Scotland. Building on over seventy years of advocacy and service-delivery expertise, OPFS provides expert information, advice, and support for single parent families, along with training activities, employability programmes and flexible childcare. OPFS campaigns with parents to make their voices heard to change the systems, policies and attitudes that disadvantage single parent families. Our vision is of a Scotland in which single parents and their children are valued and treated equally and fairly.

# Specific Responsibilities Include:

* **Family Support:** Develop and deliver a range of 1:1 and group work interventions virtual and face to face for single parent families to improve resilience and build capacity. Supporting single parents to further develop parenting capacity, access additional community resources and reduce their isolation through developing supportive relationships with other single parents.
* **Group work:** Engage with single parents and facilitate & co-ordinate the delivery of community-based hubs and training programmes, virtual and face-to-face.
* **Training:** Design, develop and deliver a range of PSD, Wellbeing and Employability Programmes for single parents.
* **Partnership Working:** Develop and maintain contacts with agencies and contribute to partnership working to create new opportunities for single parent families.
* **Advice and Information:** Provide practical advice and guidance to single parents who are in need of additional support and signpost to internal and external agencies where appropriate.
* **Record Keeping and Evaluation:** Document comprehensive contacts with parents & and develop monitoring / evaluation frameworks to evaluate the effectiveness of the service ensuring aims and outcomes are being delivered.
* **Reporting,Targets and outcomes:** Ensure project outcomes and targets are met in -line with funding application and submit comprehensive reports to the Project Manager on all areas of work you are responsible for.

# Personal Specifications

## Essential

* **Qualifications:** Qualified to HNC level or equivalent relevant experience.
* **Single Parents:** Awareness of barriers face by single parents and ways of addressing these.
* **Group Work and Training:** Experience of organising and delivering a wide range of group work and training programmes including PSD, Wellbeing and Employability.
* **IT:** Competent in word processing, spreadsheets, use of databases, email and online platforms including Zoom and MS Teams.
* **Initiative:** Ability to work independently to an agreed plan of work
* **Communication Skills:** A good standard of written and oral communication and able to compile comprehensive reports for funders.
* **Organisational Skills**: strong organisational skills & team player.
* **Driving License:** A clean driving licence and access to a vehicle.

## Desirable

* **Services for families:** Knowledge or experience of services for single parents and their children.
* **Personal Qualities:** friendly & personable manner, flexible approach to duties
* **Knowledge:** Clear understanding of the needs of single parent families and the issues they face.

# Terms & Conditions

* **Period of appointment:** The post is funded is funded until March 2022. Confirmation of appointment is subject to satisfactory completion of a 3-month probationary period, references and receipt of a satisfactory disclosure check.
* **Salary:** Points 13-17 £ £22,542 - £27,552 for full time, pro-rata for 25 hours is £16101 - £19680.
* **Hours of work:** 25 hours per week and flexible to meet the needs of the service.
* **Holidays**: Holiday entitlement of 5.6 weeks per annum will accrue pro rata to the hours worked and be paid with your monthly salary. This will include an additional 5 days per year after 5 years’ service. (This will be pro-rated from your start date in the fifth year of service).
* **Pension**: You will be auto enrolled from your start date.  OPFS pays 3% of your salary and you pay a minimum of 7%.
* **Training and support and supervision:** You will receive induction training and frequent support in the first three months. Thereafter you will receive monthly individual support and supervision and annual appraisals. Regular team meetings will be held, and staff have access to internal and external training.
* **Equal Opportunities and Family Friendly Employment**: OPFS aims to be an equal opportunity and family friendly employer. OPFS has Investors In People status.
* **Recruitment**: Closing date is 5.00 PM 5th March. Please send a completed application to jobs@opfs.org.uk.

**The job description is a broad picture of the post at the time of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time.**