



JOB DESCRIPTION

Position – Family Life Centre Worker

Purpose of the post

To work strategically as part of Stirling Baptist's Communities Ministry team in the Family Life Centre. The role involves co-ordinating the various activities taking place within the FLC on a day-to-day basis. In addition, the appointed worker will lead some of the activities, including organising and supporting volunteers.

Accountability:

To be supported by and work under the general leadership of the Communities Team Leader.

Section A – Strategic Leadership

1. To implement such areas of the agreed FLC plan as directed by the team leader and deliver the agreed outcomes.
2. To assist with the introduction of innovative service provision
3. To assist with the promotion of the FLC within SBC and to External Partners and Organizations.
4. To oversee the activities of partner organisations and individuals operating within the FLC premises.
5. To safeguard all users of FLC services and ensure that, as far as possible, they are supported.
6. To develop a caring community into which users of the FLC are made welcome and valued.
7. To develop and maintain effective and healthy relationships with both clients and the broader community (including third sector partners, other churches, local authority, GPs/health service, education service etc).

Section B – Operational Leadership

1. To oversee the direct provision of services e.g., counselling, teaching, workshops, play therapy etc.
2. To ensure that all who deliver services on behalf of (in name of FLC) are appropriately trained, qualified, supported and meet all relevant regulatory and safeguarding requirements.
3. To develop and lead such FLC activities as requested and agreed with the Communities Team Leader.

4. To ensure that the day to day running of the FLC operates effectively and that the necessary administrative support is in place.
5. To oversee the activities of volunteers and assist with training volunteers when requested.
6. To ensure that referrals are handled in confidence and channelled to appropriate and relevant services.
7. To carry out such other tasks as are reasonably requested by the Communities Team Leader.

Section C – Essential Requirements

- The Centre Worker will work in harmony with the aims and objectives of Stirling Baptist Church.
- Will have experience of working within the field of community based mental health and wellbeing. Able to handle enquiries and referrals in confidence and identify appropriate support.
- A relevant qualification in health and social care would be an advantage.
- Will have good facilitation skills and ability to foster engagement in both one to one and group settings. Experience of community outreach, engagement and participation will be an advantage.
- Will be able to demonstrate an active commitment towards empathetic and anti-discriminatory practice.
- Will have strong verbal and written communication skills including the ability to adapt communication styles to a range of settings and audiences. Satisfactory level of computer literacy.

Section D – Desirable Experience & Skills

- It will be an advantage to show experience of using monitoring and evaluation tools/techniques to evidence positive outcomes.
- Experience of completing funding applications
- Successful working with Government and Third sector partners.

Please sign below to confirm that you have read, understood and agree to the responsibilities and expectations outlined in this position description.

Signed:

Date: