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| **Job Title** | **Sessional Worker – Family Connections Centres with Family Journeys** | |
| **Hours of Work** | Minimum one session per week (morning, afternoon or whole day)  **Every** weekend – some positions may also require weekday/evening working. | |
| **Location** | Outreach locations:  East Lothian  West Lothian  Edinburgh  With some attendance at our headquarters in Edinburgh for training and team meetings (these may also be online) | |
| **Accountable to** | Area Team Leader | |
| **Salary** | £15.50 per hour | |
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| **Introduction** | 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.  Our work requires a high degree of trust and professionalism. Working with families in complex situations where 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.  Child Contact will become regulated by 2022 and mediation is already a profession with formal registration. Codes of practice therefore guide our work.  We are developing a more therapeutic approach to our work with children and parents, using narrative therapy, therapeutic play and other practices. | |
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| **Key responsibilities** | Direct responsibilities:   * Support families using Family Journeys services, providing positive, playful and attachment-promoting child contact centres and activities; * Deliver a range of opportunities for children and parents, including supervised and supported contact, handovers and themed/supported play supporting child attachment; * Use therapeutic approaches developed by Family Journeys to help children and their families, based on narrative therapy and other therapeutic approaches, for which training will be provided; * Follow plans for each child’s session, made with their parent, to maximise the benefits to the child and his/her relationship with parents; * Follow all safety plans and guidelines as advised by senior staff / your line manager; contribute your knowledge and understanding to enhance safety; * Treat all parents with kindness and respect, ensuring their involvement in any session, as resident or non-resident parent, is as enjoyable as possible; * Collaborate with specialist staff (e.g. play, arts, sports or other workers) to enable parents and children to enjoy their time together * Report to your Team Leader, ensuring all service user activity is well documented and evidenced, using our database. * Liaise with local venue managers during family connections sessions. * Ensure venues are clean, safe and pleasant for families to use, and leave venues clean and tidy after use. * Ensure play equipment for children is age-appropriate, attractively laid out, is in good repair and clean. * Act as First Aider. * Report child protection or adult protection concerns immediately to your line manager and the Child Protection Co-ordinator. * Maintain confidentiality at all times.   Responsibilities to contribute to:   * Contribute to development of new approaches and good practice to support children and parents. * Assisting in the quality assurance, monitoring and reporting on services you are involved in, 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. * 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. | |
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| **Additional responsibilities** | * 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. * 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. | |
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| **Key relationships** | **Internal**  **Direct line management**:   * N/a   **Internal relationships:**   * Volunteers assigned to your team * Colleagues assigned to your team   **Accountable to:**   * Area Team Leader * Service Manager   **External**   * Venue staff | |
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| **Essential requirements** | * 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 | |
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| **Person specification** | | |
| **Essential criteria** | | **Development requirements** |
| Experience of direct work with disadvantaged and diverse families.  Experience in supporting parents and children.  Experience in child development, child attachment, play.  Experience in child protection issues.  IT skills – our systems and administration are cloud based. | | Youth work, children’s work, early years work, family support or family learning.  Therapeutic approaches relevant to children and their families.  Working understanding of GDPR.  Good verbal and written skills. |
| Professional qualifications as required by SSSC and any other future regulatory requirement. | |  |
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| **Organisational requirements** | **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. These meetings may be brief and held online to maximise convenience, but are essential to our communication and organisational development.  **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.  **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. |
| **Performance management** | **Probationary period:** all new employees are appointed with a probationary period of 6 months. Performance reviews are six monthly with your line manager.  **Standards of performance** and objectives for your work will be clearly communicated and agreed in advance of the performance period. |