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**Post: Education Development Worker**

**Accountable to: Senior Practitioner**

**Organisational**

**Objective: To achieve positive change for children and their families through early intervention**

**Purpose of role: To develop a group work programme that can support the wellbeing of young parents, whilst increasing their confidence and skills. In planning the group work programme you will be expected to involve parents in your planning. You will also be expected to deliver aspects of the group yourself, where at other times it will involve sourcing tutors to deliver sessions.**

**Responsibilities:**

**Service Delivery**

* To undertake where appropriate initial needs assessments and develop a support plan in partnership with parents
* To build relationships with parents in order to understand their needs and goals so that these can inform all group work planning
* To plan group work sessions in collaboration with external providers
* To facilitate group work sessions which create a safe space for parents whilst helping them to grow their aspirations
* To facilitate and promote parents access to educational, employment and training opportunities
* To work collaboratively with referral partners and colleagues to ensure the timely allocation and implementation of support for new families
* To communicate effectively with stakeholders and colleagues across all sectors
* To positively promote the work of the organisation throughout the undertaking of your duties

**Administrative**

* To work in line with organisational guidance and policy including administrative tasks such as completing the shared calendar, timesheets and email correspondence
* To be responsible for accurate and timely data entering into the organisations case management system
* To contribute to the monitoring and evaluation of your service area
* To supply your senior with regular updates that can be used on the organisations website and across social media platform
* To submit timely information to the Business Administrator for such processes such as claiming expenses and absence recording

**Professional Practice**

* To demonstrate behaviours that are consistent with the values and ethos of the organisation
* To identify and action areas for professional development
* To actively engage with formal and informal supports including team meetings, family support meetings and support and supervision sessions
* To foster healthy working relationships with Stepping Stones colleagues and adopt a team working approach to delivering organisational aims and objectives

Any additional duties will normally be to cover unforeseen circumstances or changes in work, and will usually be compatible with the regular type of work. If an additional task or responsibility becomes a regular or frequent part of the job, it will be included in the job description in consultation with the post holder.

**Person Specification**

**Post: Education Development Worker**

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| **Area** | **Essential** | **Desirable** |
| **Qualifications** | * Relevant professional qualification in, community education, youth work, social work or health. | * Training / qualifications specific to supporting young people. * Ability to deliver SQA awards |
| **Experience** | * Direct work with young adults / parents * Group Work delivery * Developing and planning new group ideas for young people * Partnership working | * Working in a community setting * Experience of supporting the delivery of SQA awards * Experience of supporting individuals wellbeing |
| **Knowledge** | * Approaches to group work * Issues for families impacted by poverty * Understanding of the third sector * Principles of monitoring and evaluation | * Trauma informed practice * Understanding of ‘Getting it Right for Every Child’ principles |
| **Skills** | * Managing group work dynamics * Effective interpersonal and communication skills * Ability to effectively and sensitively advocate for others * Strong organisational skills * Team working * It literate | * Using social media to reach target groups and stakeholders |
| **Other** | * Empathic approach * Commitment to cooperative team working and equal opportunities * Willing to undertake training and on-going learning * Enjoys working alongside people of all ages and backgrounds |  |