



## **Recruitment Pack**

### **Community and Family Support Worker**

Edinburgh

February/March 2021

# Community and Family Support Worker

**Salary:** £26,000 per annum.

**Hours:** 35 hours per week.

With Kids will consider this role as two part-time jobs.

If you would prefer part-time work, please indicate this in your covering letter.

**Reports to:** Chief Executive Officer, or their nominee

This post is re-advertised, and previous applicants will not be considered
----------------------------------------------------------------------------

## Role Context

With Kids provides an early intervention therapeutic service working with vulnerable children and their families across the central belt of Scotland. This includes individual therapeutic support for children, helping them build the personal skills and resilience to cope, alongside practical and emotional support to their parents/carers with a view to building networks of support.

We employ Play, Art and Speech and Language Therapists and Community and Family Support Workers. Much of our work is based in schools or around a particular community, and we predominantly work in Edinburgh, West Lothian and Glasgow in some of the highest areas of deprivation.

A key element of this work is to support families to better meet the needs of their children and to develop support networks in the wider community. This post has been funded by The Henry Smith Charity and will be carried out in partnership with a number of local primary schools and 3rd sector partners. The post holder will work predominantly with families from the Wester Hailes area,

We are looking for someone to join us who:-

- has a track record in successful asset-based-community development.
- the ability to operate on the ground within a community; engaging, motivating and building positive relationships with and between a range of partner groups, community individuals, volunteers, local organisations/business and the local authority.
- can contribute to the wider regeneration of our local community.
- has the highest standards of personal integrity.
- is diligent and precise in their work.
- has the potential to be a valued member of our staff team.

## **Job Description**

### **Purpose of post**

Community development work seeks to actively engage communities in making sense of the issues which affect their lives, identifying strengths, setting goals for improvement and responding to problems and needs through empowerment and active participation. A key element of this work is to support families to better meet the needs of their children and to develop support networks in the wider community.

Working in partnership with schools and other third sector and statutory organisations, the post-holder will support a caseload of parents/carers who are identified as requiring specific 1:1 support, develop and run parent and family groups and help engage and develop a supportive network of families in this community.

### **Specific Duties**

- To work with the local community and referred families to identify and implement a range of activities designed to build the social and emotional skills of vulnerable children, provide support to their families and build on a supportive school environment.
- Lead on the design and delivery of a programme of activities that reflect the needs of both the schools in the area and the family community.
- To work with parents/carers to identify and organise group activities which build their confidence, personal and parenting skills.
- Provide family support groups which will enable parents to build positive relationships with their peers.
- Encourage participation in activities and help to establish a community of parents/carers, which can encourage each other through support, groups, play and learning.
- Act as a facilitator to promote self-help in the community, mediating in matters of conflict and challenging inappropriate behaviour.
- To work with parents on a one-to-one basis to address their individual family needs.
- Carry and manage a case load of parents and families.
- Liaise with school staff and other professionals to share best practice for supporting families in a community setting.
- Build links with other charities and services to ensure that families have access to as much support as possible.
- Refer families to external agencies, as necessary.
- Develop volunteering opportunities; manage, support and train volunteers (as and when Covid-19 restrictions allow)
- Identify and develop opportunities, activities and ideas for additional resources and income generation.

### **General Duties**

- To provide verbal and written reports as may be required by With Kids
- To contribute to evidencing the impact of the work, by evaluating activities and providing case studies, photographs and quotations for use in publicity.
- To work in accordance with the organisation's policies and procedures.
- General administrative duties and data entry.
- To carry out any other reasonable duties that may be required.

## Person Specification

A = Application, I = Interview

A combination of the qualifications, experience, skills, knowledge and competencies of the candidates application will be assessed through application / CV review and interview. Where potential method is identified above as 'interview', not all criteria will be used, only a selection of the above will be reflected in the particular questions asked at interview.

Qualifications	Essential	Desirable	Assessed
Degree in community development and/or other relevant qualifications and experience.	X		A
Track record in successful asset based community development.	X		
Evidence of continuous professional development		X	A
Full Driving Licence and access to a car for business use		X	A

Experience	Essential	Desirable	Assessed
Experience of supporting, motivating and influencing others	X		A, I
Experience of facilitating and managing meetings	X		A, I
Experience of supporting families facing adversity or in crisis	X		A, I
Experience of working with vulnerable children and their families		X	A, I
Experience of implementing ideas and taking a strategic approach.	X		A, I
Experience of manage and prioritising time and resources.	X		A, I
Experience of supporting children involved in child protection cases		X	A, I
Experienced in forming positive relationships with staff, partners, external agencies and parents/carers.	X		A, I
Experience in securing additional resources / funding		X	A

Skills	Essential	Desirable	Assessed
Ability to identify community skills, assets, issues and needs	X		A, I
Ability to communicate effectively both orally and in writing, including telephone skills, writing minutes / reports.	X		A, I
Ability to partner with families to build strong parent-child relationships.	X		A, I
Competent in the use of information technology (use of the office software products (word, excel, email,	X		A

calendar), use of internet, image, audio or video editing software, use of databases.			
---------------------------------------------------------------------------------------	--	--	--

<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Knowledge of the local authority community planning framework		X	A, I
Understanding of the key Scottish Government policy drivers		X	A

<b>Competencies</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Works collaboratively with others	X		A, I
Manages issues with empathy and understanding, finding appropriate solutions	X		A, I
Utilises resources and skills effectively, sets objectives and monitors progress to achieve results	X		A, I
Takes ownership of activities, delivering with minimal supervision	X		A, I
Seeks, listens, accepts and acts upon feedback and learns from it.	X		A, I
Highly motivated and able to use own judgement and initiative	X		A, I

## Summary of Terms

With Kids is a Living Wage Accredited employer.

A summary of the main terms of employment are as follows:

<b>Salary</b>	£26,000
<b>Salary Payment</b>	Salary will be paid on the 24 <sup>th</sup> of the month
<b>Contract status</b>	Fixed Term until end March 2024
<b>Hours</b>	35 hours per week. However, With Kids will consider this role as two part-time jobs.
<b>Primary place of work</b>	Wester Hailes Healthy Living Centre 30 Harvesters Way Edinburgh EH14 3JF
<b>Holiday entitlement</b>	28 annual leave days per annum (for full time staff) 12 public holidays per annum (for full time staff)
<b>Pension</b>	The organisation offers NEST workplace pension scheme.
<b>Notice period</b>	Four weeks
<b>Learning &amp; Development</b>	The organisation is committed to providing staff with learning and development opportunities to ensure that individuals are able to contribute fully to the achievement organisational objectives

*This summary is for general guidance of applicants and will not form part of the contract of employment. Any offer of employment will be subject to the receipt of satisfactory references and evidence of their right to work in the UK.*

## The process:

<b>Closing date for applications</b>	<b>Wednesday 10<sup>th</sup> of March at 12noon</b>  Send your CV and a covering letter to us using the email address: <a href="mailto:k.simpson@withkids.org.uk">k.simpson@withkids.org.uk</a>
<b>Interviews:</b>	<b>Tuesday the 16<sup>th</sup> or Wednesday the 17<sup>th</sup> of March.</b>

Under the current Scottish Government advice, interviews will be held over Zoom.

Following on from the presentation will be questions based on your application form to determine suitability for the post.

## **Fair Processing Notice**

This notice explains what information we collect, when we collect it and how we use this. During the course of our activities, we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

## **How we use your information**

The information we collect from you will in the main be basic personal and contact details, which we require to carry out our normal activities. There are occasions however where we are required to collect data of a more sensitive nature which we will always treat with the utmost confidentiality.

We will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

We may collect the following personal information about you:

- Name
- Address
- Date of birth
- Telephone number(s)
- Email address
- Employment history
- Educational achievements
- Professional memberships
- Gender
- Disability
- Signature
- Right to work in the UK
- Criminal record declaration / PVG Scheme membership
- Driving licence status
- References to support your application

We will also collect additional information when we make an applicant an offer of employment. This could include requesting and holding a copy of your passport, national insurance number and in some circumstances a valid driving licence, insurance and MOT documents.

We will not collect any personal data for you that we do not need.

## **How your information will be used**

We need your information and will use your information to:

- Meet our legal obligations including information we must provide to regulators and statutory authorities;
- Ensure that an applicant has the legal right to work in the UK.
- Make reasonable adjustments for a candidate who is disabled
- Produce and monitor recruitment and selection statistics.
- Check criminal convictions information to ensure we meet legal obligations in relation to certain positions
- Process your data before entering into a contract with you, if your application for employment is successful.
- Process data during the recruitment and selection process to help us manage the process, and to assess an applicant or candidate's suitability for employment.
- Respond to and defend against any possible legal claims.

## **Consent**

Where we collect special category data such as information about your ethnicity, sexual orientation, health or religion we do so for our monitoring purposes and only with your explicit consent. We also need and use your information for all other purposes consistent with the proper performance of our operations and business.

## **Sharing of Your Information**

The information you provide to us will be treated by us as confidential and will be processed only by our employees within the UK/EEA. We occasionally need to share personal information with other organisations, however where this is necessary, we are required to comply with all aspects of GDPR. Even when this is required, we only share data within the UK. Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

Your information may be shared internally with staff or board members involved in the recruitment process.

We may also seek information from the following third parties when an offer of employment has been made and may disclose your information to appropriate third parties who act for us including the following:

- Referees;
- Disclosure Scotland PVG scheme for certain positions;
- Relevant bodies to validate your qualifications or professional memberships; and
- Lawyers or solicitors where legal advice may be sought in relation the processing of an application and the recruitment process

The following organisations may be given controlled access to our electronic network for reason of security, maintenance, or any specific purposes outlined in their third party agreement:

- IT support contractors.
- Specialist software providers.
- Electronic file system software provider.

We are also required to share information with statutory bodies, which govern finances for auditing or inspection purposes. However, this will be restricted to the actual information required from the Association and will usually be viewed within the Association, with strict permission set on our electronic file system to ensure use is controlled. We will also encrypt and limit the content of any files that require to be sent either electronically or otherwise.

## **Your Rights**

You have the right at any time to:

- ask for a copy of the information about you held by us in our records
- require us to correct any inaccuracies in your information

If you would like to exercise any of your rights above, please contact us at [info@withkids.org.uk](mailto:info@withkids.org.uk) or 0141 550 5770.

You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are: The Information Commissioner's Office (Scotland), 45 Melville Street, Edinburgh, EH3 7HL. Telephone: 0131 244 9001. Email: [Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)

The accuracy of your information is important to us; please help us keep our records updated by informing us of any changes to your details.