

**JOB DESCRIPTION**

*“Where children are safe in their families and feel loved they must stay – and families must be given support together to nurture that love and overcome the difficulties which get in the way” :* **Extract from Family Support Delivery Plan, Dundee HSCP, 28 January 2021**

**POST TITLE**: Families Development Worker

**SALARY**: £24,259

**DURATION**: This post is a two-year fixed-term contract

**REPORTS TO**: Manager, Dundee Independent Advocacy Support

**LOCATION**: Based at DIAS office, with travel throughout Dundee and Tayside

**TERMS OF EMPLOYMENT**

This is a full-time post (35 hours per week) and some out of hours work is to be expected, but no additional payment will be made for this. Time off in Lieu (TOIL) is offered at the discretion of the line manager. The post is offered based on the Terms and Conditions of employment with DIAS. A current full driving licence and the use of a car is essential. PVG membership will be required for the successful candidate.

Flexible working will be considered e.g. consolidated hours (working full time but over fewer days), and part time working may be considered for the right candidate, a blended model of office based and home working.

Annual leave will be 28 days including public holidays.

We have a fantastic opportunity to help make a positive difference by joining Dundee Independent Advocacy Support. We are looking for an organised and motivated person to take on the role of Families Development Worker.

This is a new and exciting post, created due to internal growth and demand for our services.

Do you want to be part of a staff team that strives hard to support others, sees the benefit of multi partnership agency working yet maintain the independence we have built up when delivering a range of advocacy services – if the answer is **yes** to both then please read the following

An information pack can be obtained by contacting Cindy Grant, Administration Officer, [admin@diasdundee.org](mailto:admin@diasdundee.org) or telephone 01382 205515

Application is by CV and supporting statement email to Mary Sneddon, Manager, [mary@diasdundee.org](mailto:mary@diasdundee.org). Closing Date is 12 noon on Tuesday 18th May 2021 with possible interview date of Friday 28th May 2021.

**INTRODUCTION TO DIAS**:

Dundee Independent Advocacy Support (DIAS) was constituted as a charity (SC027180) on 30 December 1998. It was incorporated as a Limited Company (SC419193) on 12 March 2012.

**OUR VISION**

To provide quality independent support for people to have a voice on issues that affect them.

**OUR PROMISE**

We promise to promote social inclusion, equality, and social justice by supporting individuals to say what they want, to secure their rights and to represent their interests when they are unable to do so themselves.

To ensure we provide a fair and quality service to the most vulnerable groups in our communities, we operate within a defined set of Standards and Principles that form our Code of Practice.

We are members of the Scottish Independent Advocacy Alliance (SIAA), which promotes, supports, and defends the principles and practice of Independent Advocacy across Scotland.

**OUR MISSION STATEMENT**

Dundee Independent Advocacy Support endeavours to provide the highest standard of independent advocacy support and information by ensuring that the interests of the service users are central to the decision which affect their well-being and that they are treated with dignity and respect.

The main beneficiaries (from the list provided by the Charities Regulator) are older people, people with disabilities and people with health problems.

Consistent with its registration with the Charities Regulator, the main aims of DIAS are to provide independent advocacy for people in the City of Dundee who:

* have mental health issues
* are over the age of 65
* have dementia
* have learning disabilities
* have physical disabilities
* who are unable to support themselves and have

no one independent to support them

This is a small charity with a current £260,000 turn over annually.

**PURPOSE OF POST**

To further develop the Families At Risk (FAR) Project work and specifically supporting parents who are facing barriers in:

* having their voice heard and taken account of
* Understanding and accessing their rights
* Understanding and exploring their options.

We are particularly keen for this project to be develop based on true inclusion with parents.

It is anticipated that the post holder will hold a small advocacy case load.

**This will be achieved by:**

* Review of the DIAS FAR procedures and draw up a Pathway and establish objectives for supporting a parent in the FAR process. Present results of revised FAR Pathway and objectives to the DIAS Board.
* Develop an in-house training package for FAR and train and update DIAS staff/volunteers at least once annually.
* Use networking techniques to create links with appropriate individuals and groups to raise awareness of the developing ‘families project’.
* Work in partnership to develop the advocacy role within Families and Children Network in Dundee Including enhancing relationships with the other advocacy agencies in the city of Dundee.
* Help develop the partnership role in the Fast Online Referral Tracking (FORT) Hub Triage System.
* Create links with appropriate individuals and groups to seek out parents who want to help *steer* the developing of the ‘families project’ (development of steering group)
* Set up a mentor network by inviting individuals/families who have been through the Child Protection process to become a volunteer mentor.
* Through research, devise and deliver a Learning Program for mentors in the FAR framework to include the following and so they can gain knowledge and understanding in the following:
  + - How to establish a positive relationship with a wide range of people
    - Respecting and supporting people to maintain their safety and wellbeing
    - Supporting individuals to prepare and develop an action plan to achieve their goals.
    - Supporting individuals to implement and review their action plan
    - Interacting with individuals using a range of telecommunications
    - Supporting individuals to identify and access other appropriate services.
    - Providing appropriate additional support to individuals who are distressed.
* The materials used throughout the course will be designed by the post holder and will be as user-friendly and accessible as possible. The language used will be straight-forward, non-jargonised and clear. Present the Learning Program to the DIAS Board
* Through technology recreate a Child Protection virtual meeting room that can be used for role play by affected parents thereby preparing them and reducing anxiety of attending such meetings
* Identify and report on any unmet need and gaps in provision to DIAS Manager as and when requested.

# **Training, Support and Supervision**

The DIAS Manager will provide ongoing coaching and regular facilitative support. The post holder will identify their own learning needs and participate in identified learning opportunities when required.

**Other Duties**

This job description is a broad picture of the post at the date of presentation. It is not an exhaustive list of possible duties, and it is recognised that posts change and evolve over time. Consequently, this is not a contractual document, and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the post.

# **PERSON SPECIFICATION**

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| **EXPERIENCE** | **Essential** | **Desirable** |
| Experience of working alongside people with mental health problems, learning disabilities or multiple disabilities. | **X** |  |
| Experience of providing independent advocacy |  | **X** |
| Experience of developing and delivering awareness raising/learning opportunities | **X** |  |
| Current experience of health and social care structure and services |  | **X** |
| Experience of creating and maintaining networks | **X** |  |
| Experience of Project Management | **X** |  |
| Experience of working with Volunteers |  | **X** |
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| **KNOWLEDGE/UNDERSTANDING** |  |  |
| A commitment to the principles of independent advocacy | **X** |  |
| Practical understanding of the theories that underpin Independent Advocacy and apply this to the work |  | **X** |
| Demonstrable knowledge of independent advocacy |  | **X** |
| Understanding of the components of a project plan and ability to create and manage a plan to delivery | **X** |  |
| Understanding/knowledge of the formal Child Protection framework and legislation in Scotland | **X** |  |
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| **ABILITIES/SKILLS** |  |  |
| High degree of written and communication skills | **X** |  |
| High degree of IT skills | **X** |  |
| Ability to work under pressure and deal with conflicting demands on time. | **X** |  |
| Use own initiative | **X** |  |
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| **PERSONAL QUALITIES** |  |  |
| Confident | **X** |  |
| A commitment to equality and social justice | **X** |  |
| Good team member | **X** |  |
| Approachable | **X** |  |
| Good listening skills | **X** |  |
| Reliable | **X** |  |
| Flexible | **x** |  |
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| **OTHER REQUIREMENTS** |  |  |
| Able to travel throughout Dundee & Tayside and occasionally further afield and have own transport. | **X** |  |
| Membership of the PVG scheme | **X** |  |