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| **Job Title** | **Nature Contact Clubs – Senior Project Worker** | |
| **Hours of Work** | 15hrs per week Thursday – Sunday Fixed Term for 7 months | |
| **Location** | Outdoor locations in West Lothian, East Lothian and Edinburgh. | |
| **Accountable to** | Service Manager | |
| **Salary** | £18 p/h | |
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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 requiring sensitivity and 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.  We are piloting a new approach providing families with alternative environments for child contact, enjoying the outdoors and nature while non-resident parents spend time with their children. | |
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| **Key responsibilities** | Direct responsibilities:   * Support families using Family Journeys services, providing child contact sessions in outdoor locations enabling children to enjoy free play through nature, with their parent; * Take a lead role on developing this pilot project; * Selection and risk assessment of outdoor locations, ensuring safety and oversight of children at all times. * Manage outdoor site set up, equipment, refreshments and other logistics, transporting items to locations, clearing sites and equipment at the end of sessions; * Liaise with Family Journeys case manager on allocation of cases, maintain registers, record case notes and communicate with families using the service; * Liaise with landowners and partner agencies to establish the programme of activities; * Represent Family Journeys to external stakeholders; * Evaluate the programme by gathering service users’ views, and recording activities against objectives and outcomes.   Responsibilities to contribute to:   * Contribute to development of new approaches and good practice to support children and parents. * Supervise the Nature Contact Project Worker. * Assisting in the quality assurance, monitoring and reporting on services you lead, including overseeing case files on our client management system. * 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, which may include limited delegated authority over team budgets. * 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**  **Supervision**:   * Project worker * Volunteers   **Accountable to:**   * Service Manager * CEO * Board of Directors   **External**   * Regulatory bodies relevant to our work * Partners and stakeholders relevant to the project | |
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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** |
| Full driving license and access to vehicle (mileage expenses paid)  Experience of working in the natural environment with disadvantaged and diverse families  Experience in: supporting parents, parenting education, adult learning, social inclusion.  Knowledge of national policy and law in relation to children and families, environmental education;  Experience in child protection issues  Working understanding of GDPR  Excellent verbal and written skills  Knowledge of social exclusion and experience of developing inclusive services | | Experience of operational planning in new projects  Experience of monitoring, evaluation and reporting |
|  | | Training / facilitation / group work skills / qualification |
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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.  **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.  **Professional registration**: if your registration is required for your role, you will be supported to undertake the required registration requirements.  **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 2 months. Performance reviews are 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. |