

**JOB DESCRIPTION**

**Post:** Family Worker

**Responsible to:** Service Manager

**Salary:** £22,920 per annum pro-rata, plus benefits

**Hours:** 25 per week

**Location:** Edinburgh/Glasgow (happy to consider flexible working)

**Dads Rock Aim:** Improve outcomes for children in Scotland to ensure the best start in life by providing support to Dads and families.

**GENERAL PURPOSE**

**Operational Service Management**

* Coordinate our peer support network (P.S. Dads Rock) for new and expectant Dads across Scotland
* Deliver Dads groups and workshops
* Support the Service Manager in the operational management and leadership of the services to achieve positive outcomes with and for children, young people and families
* Ensure the service is high quality.

**People Management and Leadership**

* Develop peer support with the active participation of our volunteers and Dads
* Recruit, train, match and support our volunteers
* Contribute to the development and progress of the service by supporting and developing the resources and priorities.

**KEY RESULTS AREAS**

**1. Service Delivery**

* Plan and deliver quality recruitment of peer support volunteers. This will include recruitment, training, matching and support of volunteers
* Allow for the review and evaluation of the peer support and to implement this framework, seeking and monitoring feedback from volunteers and new Dads
* Work flexibly to meet the needs of Dads Rock which will include some evening and weekend events across Scotland
* Facilitate weekend Dad groups and workshops in Edinburgh/Glasgow (approximately 5hrs per week)
* Ensure the service provided by Dads Rock complies with relevant legislation.

**2. Sharing and Learning**

* Promote a culture of continuous learning and development internally and with volunteers
* Actively contribute and lead on specific operational and development tasks relating to the delivery and continuous improvement of the project
* Organise, develop and deliver volunteer training
* Monitor and evaluate the volunteer support against agreed objectives, targets and standards, contributing to submission of quarterly and annual reports.

**3. Influencing and Networking**

* Promote the service to external partners and key stakeholders
* Build effective partnerships with key operational and strategic bodies and represent and promote the service at external events where required
* Develop the reach of the service by working with external agencies to ensure a pipeline of referrals
* Contribute to the communications strategy to disseminate the learning and best practice with regard to peer support.

**4. Information and Communication**

* Promote the use of information technology and ensure compliance with Dads Rock recording systems and standards
* Establish effective communication channels both internally and externally with colleagues and partner agencies.

**ADDITIONAL RESPONSIBILITIES**

* Committed to assisting in the delivery of the Dads Rock aim
* Comply with Dads Rock safeguarding policies and procedures
* Comply with Dads Rock code of conduct (All Dads Rock staff) and Codes of Practice for Social Service Workers and Employers (specific to Children and Family Services Divisional staff)
* Actively consider the involvement of children, young people and families with whom we work, in all areas of practice and to implement the Dads Rock Participation Standards
* Observe all health and safety requirements
* Work within and promote policies in relation to Equal Opportunities and anti-discriminatory practices.

**ADDITIONAL DUTIES**

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: P.S. Dads Rock Coordinator**

**ESSENTIAL**

**Experience**

* Worked directly with children or young people
* Experience of collaborating with other agencies and working in a range of settings.
* Experience of support and supervision of staff and/or volunteers.

**Knowledge**

* Current working knowledge of the Safeguarder role in Scotland
* Up to date knowledge of childhood development and the impact of trauma.

**Skills**

* Coaching and mentoring of staff/volunteers
* Training and group facilitation skills
* Excellent organisational and administrative skills.

**Personal Skills**

* A strong ability to lead, support, question and challenge
* Working on your own initiative through prioritising, planning and organising tasks and activities to meet deadlines
* Resilient
* Problem solving and solution focused. Relational in approach or builds strong working relationships.

**Other**

* Ability to work flexible hours in line with service delivery requirements
* Commitment to Dads Rock vision and values
* Understanding of and commitment to the principles of involving volunteers
* Commitment and promotion of equal opportunities and anti-discriminatory practices at work
* Awareness of personal responsibility in relation to health and safety.

**DESIRABLE**

**Qualifications**

* Relevant degree or Diploma in Social Work, Law, Education or Health or equivalent
* Management qualification or working towards Management qualification (SVQ5 or equivalent)
* Mentoring or coaching qualification.

**Experience**

* Previous experience of developing and managing mentoring support
* Involving children and families the in planning, designing and implementing services
* Experience aspects of the development and design of training plans and the delivery of materials
* Involvement in recruitment and assessment processes
* Ability to analyse complex information and present the findings from this
* Ability to oversee the operational function of a service and its elements whilst holding a child centred view
* Strong self-awareness, people management and leadership skills.

**Knowledge**

* A child centred approach and understanding of children’s rights and best interests
* IT skills, including use of Microsoft office and Excel
* Knowledge of mentor practice and programmes
* Knowledge of The Promise
* Knowledge of the UNCRC.

**Other**

* Full current driving license and business insurance.
* Access to own vehicle