**Recruitment Pack**

**Community Development Worker**

Dr Bell’s Family Centre

15 Junction Place

Edinburgh

EH6 5JA

T: 0131 553 0100

E: Danielle@dbfc.org.uk

[www.drbells.co.uk](http://www.drbells.co.uk)

Dear Candidate,

Many thanks for your interest in working for Dr Bell’s Family Centre.

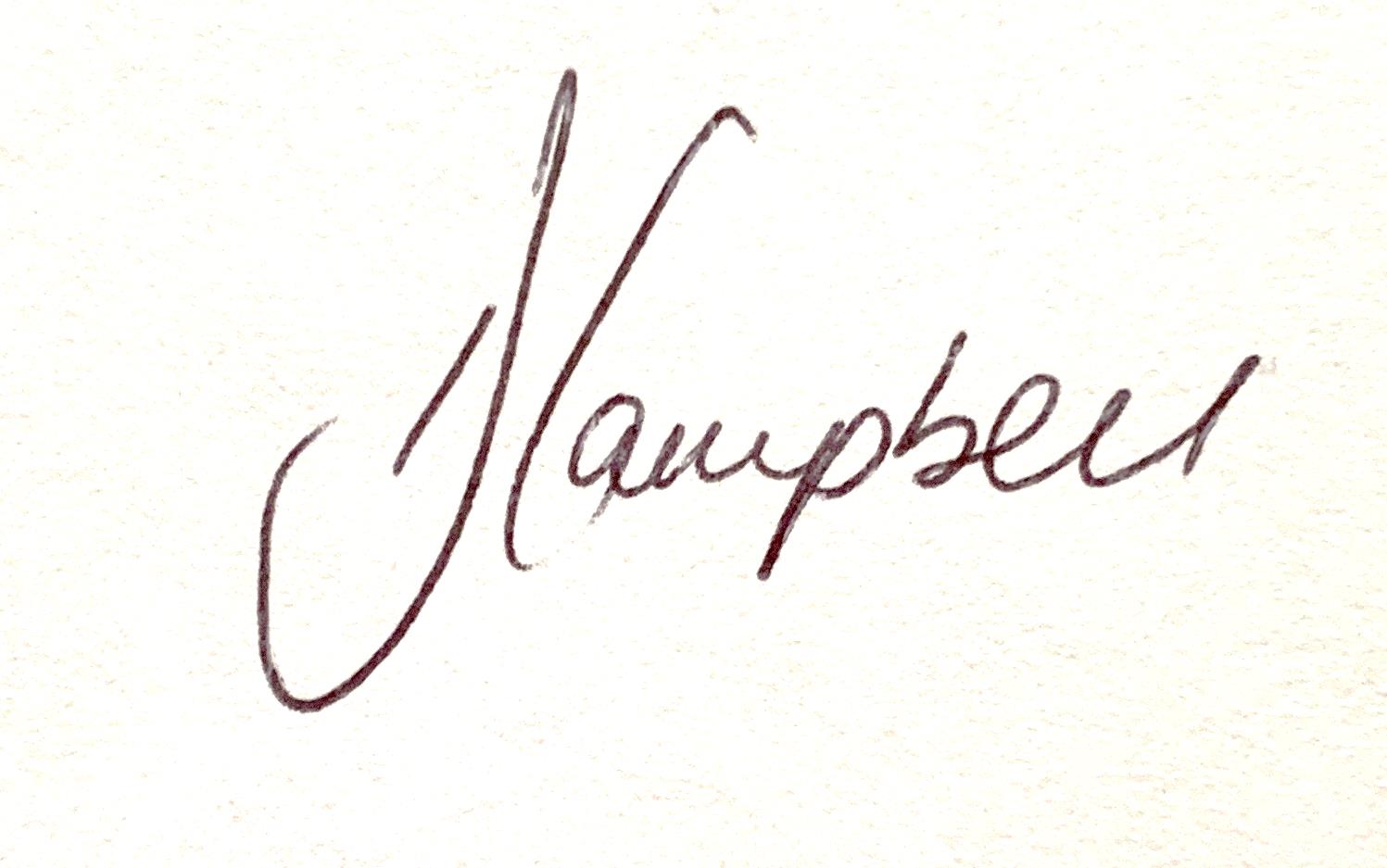
The Centre has gained a local and national reputation for its innovative work supporting families with young children in Leith. The Centre supports over 100 people each month.

To keep things running smoothly requires the combined efforts of a highly talented team – one we hope you’ll be joining soon.

You probably have a lot of questions about us, about what we do and about the role for which you’re applying. You should find answers to all of them in this pack, together with some useful tips on completing your application form. However, if we’ve missed something or you have a particular question then please do contact us.

Interested candidates are invited to send a completed application form and equality monitoring form to Danielle Campbell, Chief Executive, [Danielle@dbfc.org.uk](mailto:Danielle@dbfc.org.uk). **Closing Date Monday 8th August at 9am. Interviews will be held on Tuesday 16th and Wednesday 17th August 2022.**

We look forward to hearing from you.



Danielle Campbell

Chief Executive

**Contents**

|  |  |
| --- | --- |
|  |  |
|  |  |
| 1. Dr Bell’s Family Centre – Our Vision and what we do | 3 |
| 1. Job Description | 5 |
| 1. Making the Best Application 2. Application Form 3. Equality Form | 8  9  15 |
|  |  |
|  |  |

1. **Dr Bell’s Family Centre – Our Vision and what we do**

**Our Vision**

Opened in 2006, Dr Bell’s Family Centre is where families with young children (under 5 years) facing multiple disadvantages and complex situations and circumstances can access a wide variety of support groups, social opportunities, drop-in services, and individual support services in a central and accessible place.

We work in partnership with other local organisations and in consultation with families to design and deliver services that make a real difference to those who find it the most difficult to access services or get the support they need. We deliver groups aimed at increasing parents’ employability chances, reducing anxiety and stress, better management of parenting challenges, giving social opportunities, improving health and wellbeing, and increasing family cohesion.

A key component to reducing barriers for parents with young children attending social and therapeutic groups and activity is our provision of childcare in the same building. Many parents in Leith do not have the support network available to them where they can find childcare that allows them to take part in activity that will improve their and their child’s life outcomes. By providing flexible childcare by motivated, experienced and qualified staff we can reach families who can most benefit.

**Community Crèche**

At the heart of our Centre is our extremely popular Community Crèche providing high quality childcare at very affordable rates. It is available for all, but most crèche places are allocated to families where the children are most at risk of not getting a good start in life. Families are referred to us by social or health professionals.

Our crèche staff use play to support each child’s specific needs. Most are pre-nursery age and providing expert attention in a well-equipped play environment can compensate for their home-life disadvantage. For over 40% of the children English is not their first language and for many, attending our crèche paves the way to successful transition into nursery or primary school.

We still want the same outcomes, as we did in 2006:

- *Our families are resilient and confident*

- *We Get It Right for Under 5s*

Whilst we strive to maintain the same open access as before, we need to ensure we are reaching the families most in need of our support.

The other family services that we provide include various parenting groups - to inform and help parents to bring up their children in an environment where they can thrive.

* Counselling and therapy for parents with young children who have mental health issues
* free internet access
* Volunteering opportunities at reception, in the office and supporting our programme delivery
* Holiday Programme of activities for families, to help parents to cope through the long summer holidays

**Partnerships**

The Centre has an expansive range of partnership and networking relationships that include Homestart Leith, Multicultural Family Base, One Parent Scotland, Schools and Health Visitors.

**Organisation and Management**

The governing body is a volunteer Board of Trustees, who oversee the work of the Senior Management Team, offer advice on direction and strategy, ensure that the Centre complies with its legal and reporting obligations, and carry ultimate responsibility for the charity’s financial wellbeing.

The Board comprises circa 5 Trustees and includes representatives from key collaborating stakeholders. The majority of the Trustees live or work locally in Leith.

Responsibility for day to day operations is delegated to the Chief Executive.

**Working Environment**

The culture of the Dr Bell’s Family Centre is an important component of our success. An important influence is our location; off Leith Walk on Junction Place and next door to Stanwell Nursery.

The Centre is easily accessible to other parts of the city with a good bus service.

**People Strategy**

We value our staff and seek to ensure working conditions are excellent and staff feel valued and can contribute to the strategic development of the Centre.

**The Future**

Funding has recently been awarded to allow us to continue to build our programme of family learning and family support; individual and group-based therapeutic services; food and nutrition resources; early-education and childcare; and volunteer and student placements.

1. **Job Description**

**Job Description**

**JOB DETAILS**

|  |  |
| --- | --- |
| **Job title: Community Development Worker  Permanent; full time** | **Salary: £25,000 per annum** |
| **Location: Edinburgh** | **Closing date: Monday 8th August at 9am** |

**JOB PURPOSE**

|  |
| --- |
| Dr Bell’s Family Centre has been supporting families in Leith since 2006. By offering a welcoming, safe place where families with young children can get support, advice, and encouragement, we help remove barriers for families who already face multiple socio-economic challenges.  We work with parents and children together and separately with a holistic approach to improve their overall wellbeing through offerings such as:   * workshops and drop-in sessions focused on health * counselling sessions and groups to help parents learn coping mechanisms to relieve stress and mental health issues * parenting support groups to help parents build confidence and become part of their community * crèche spaces to provide stimulating and developmentally appropriate environments for children * nutrition and cooking classes for families and groups of families to promote healthy choices and bring together the community for meals, support, and networking. * volunteer and student placement opportunities to help increase employability skills * working with multiple organisations and partners to deliver an extensive programme of offers and services.   Our vision is for families in Leith to thrive, feeling safe, supported, and healthy. We seek to improve and enhance the quality of the lives of families and children that use the crèche, cookery classes, counselling services, groups, and holiday activities. We strive to be a one-stop-shop where families can get what they need under one roof, and to make sure that the services provided locally are the ones that are needed. We believe in asking local people what they want. Dr Bell’s Family Centre is for everyone. However, we believe that the most vulnerable families should get the most support.    This is an exciting time to join the Dr Bell’s team as we expand to meet new challenges. We are seeking a dynamic and motivated individual to work with families with young children living in Leith and partnering organisations, to overcome barriers to accessing services. You should have some experience in holistic family support. This role will aim to promote children and their families’ resilience and offer support that promotes emotional wellbeing. You should be a self-starter who also works well within a team to deliver great results against our targets. |

**ORGANISATIONAL STRUCTURE**

|  |
| --- |
| You will work alongside our team at our Edinburgh office in North Leith. The team currently consists of Chief Executive, Childcare Manager, Community Development Manager, Childcare Practitioners, Fundraising Officer and Receptionist. This role will report directly to the Community Development Manager. This role will have no direct line reports. |

**KEY RESPONSIBILITIES**

|  |
| --- |
| You will work alongside our small team to deliver a tailored programme to increase children and families who access Dr Bell’s confidence and resilience.  **Service Delivery**   * To establish and maintain strong networks & positive relationships with partners and work collaboratively with referral partners and colleagues to ensure the timely allocation and implementation of support for new families * Work in partnership with organisations to deliver key aspects of family support for disadvantaged families and to increase referrals to Dr Bell’s Family Centre * To plan, deliver and grow our family learning and adult support group programmes; that will support children and families to achieve aims in line with our organisations aims * To identify gaps within support and develop new approaches where appropriate * To communicate effectively with stakeholders and colleagues * To positively promote the work of the organisation throughout the undertaking of your duties * To undertake all work with due regard to safeguarding, protecting vulnerable people, and health and safety requirements, as per Dr Bell’s policies for all staff.   **Administrative**   * To work in line with organisational guidance and policy including administrative tasks * To be responsible for accurate and timely data entry into the organisations system * To record, monitor and evaluate all work * To supply our Community Development Manager with regular updates that can be used on the organisations website and social media platforms, in line with GDPR guidelines * To communicate effectively with our families, sharing information on groups, activities and support. * To ensure that registers, evaluations and plans are kept up to date.   **Other**   * To demonstrate behaviours that are consistent with the values and ethos of the organisations * To support service user participation across the organisation * Support with recruiting volunteers for family and group work delivery * Attend relevant internal and external meetings as appropriate * To proactively seek personal development opportunities and attend training to increase professional knowledge and skills necessary for effective performance of the role, agreed or recommended by your line manager * Maintain an awareness of own and others’ Health and Safety and undertake risk assessments for programme delivery * Undertake all other reasonable activities as directed to meet the needs of the charity |

**AUTHORITIES AND LIMITATIONS**

|  |
| --- |
| * Community Development Manager will be responsible for setting and reviewing your work. * There are no financial authorities for this role. * You will have regular support and supervision meetings. |

**KNOWLEDGE, SKILLS, QUALIFICATIONS, COMPETENCES**

|  |
| --- |
| Essential   * Relevant qualification or equivalent experience * Experience of individual, family, and group-work * Experience of group delivery work * Collaborative working with other agencies across a range of settings * Knowledge of child protection guidelines * Ability to effectively and sensitively advocate for others * Empathic and sensitive approach * Strong interpersonal skills and the ability to work effectively with a range of people * Excellent organisational skills * Excellent time management with the ability to meet tight deadlines, manage multiple projects and work at pace * Ability to work effectively as part of a team and on your own initiative   **Desirable**   * Qualified to a degree level * Experience of working in a charitable organisation * Experience of working in a community setting * Training specific to supporting families (e.g. PEEP, Bookbug, Solihull etc.) * Knowledge and understanding of frameworks relevant to role * Knowledge and understanding of social media and the ability to create and share posts * Training specific to mental health and wellbeing * A full driving licence   This post is subject to a Disclosure Scotland check. |

1. **Making the Best Application**

Here are a few useful tips. It’s worth taking time to read through them and using what you learn to ensure you make a good impression.

* This pack should contain a job description, application form and equalities form.
* Dr Bell’s Family Centre shortlists applicants for interview by matching the details given on the completed application form against the job description and person specification. We will be looking for clear evidence to show whether or not your experience, skills and knowledge match those set out in the job pack.
* Make sure you set out your skills in full, or you could miss out on being shortlisted. Please note that CVs are not accepted.
* Presentation is important, so be careful when completing the application form. Depending on the level and type of tasks involved in the job you’re applying for, spelling and grammar may be taken into account in the shortlisting process.
* Section 3 of the application form is the most important part of the form as far as ‘making your case’ for shortlisting goes. Please use this section to make clear what skills, knowledge and abilities you have, giving examples where possible and linking back to the requirements set out in the person specification. If you’ve not been in this type of work before, you should consider whether you have gained any useful skills or experience in voluntary roles.
* Your completed application form must be received by the closing date given.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | APPLICATION FORM DR BELLS FAMILY CENTRE | | | | | | | | |  | |
|  | | | | | | | | | | | | |
| **POSITION APPLIED FOR:** | | | |  | | | | | | | | |
|  | | | | | | | | | | | | |
| **The following information will be treated in the strictest confidence.** | | | | | | | | | | | | |
| **PERSONAL** | | | | | | | | | | | | |
| (Please complete this section in BLOCK CAPITALS) | | | | | | | | | | | | |
| Surname: |  | | | | First Name(s): | | | |  | | | |
| Address: |  | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Contact Tel. No: | | | | | Mobile Tel No. | | | | | | | |
|  | | | | | |  | | | | | | |
| Full Driving Licence: | | YES/NO | | | | Endorsements: | | | | | | \*YES/NO |
| \* If YES, please give further details including dates. | | | | | |  | | | | | | |
|  | |  | | | |  | | | | | | |
| Are you involved in any activity which might limit your availability to work or your working hours e.g., local government? | | | | | | | | | | YES/NO | | |
| If YES, please give full details. | | |  | | | | | | | | | |
| Are you subject to any restrictions or covenants which might restrict your working activities? | | | | | | | | | | YES/NO | | |
| If YES, please give full details | | |  | | | | | | | | | |
| Are you willing to work overtime and weekends if required? | | | | | | | | | | YES/NO | | |
| Please give details of any hours which you would not wish to work: | | | | | | |  | | | | | |
| Have you any convictions, including both spent and unspent convictions under the Rehabilitation of Offenders Act 1974? (A copy of the Company’s Equal Opportunities Policy and Disclosure and Disclosure Information Policy is available on request. These reflect the Disclosure Scotland Codes of Practice) | | | | | | | | | | YES/NO | | |
| If YES, please give full details | | |  | | | | | | | | | |
| If offered employment, you will be required to complete a Pre-Employment Medical Questionnaire. Are you prepared to undergo a medical examination before employment? | | | | | | | | | | YES/NO | | |
| Have you ever worked for this business before? | | | | | | | | | | YES/NO | | |
| If YES, please give full details | | | | | | | | | |  | | |
| Have you applied for employment with this business before? | | | | | | | | | | YES/NO | | |
| Do you need a work permit to take up employment in the U.K.? | | | | | | | | | | YES/NO | | |
| How much notice are you required to give to your current employer? | | | | | | | |  | | | | |

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Schools attended since age 11 | From | To | Examinations and Results |
|  |  |  |  |
| College or University | From | To | Courses and Results |
|  |  |  |  |
| Further Formal Training | From | To | Diploma/Qualification |
|  |  |  |  |
| Job related Training Courses  Name of Organisation | Date | Subject | |
|  |  |  | |

|  |
| --- |
| Please give details of membership of any technical or professional associations: |
|  |
|  |
|  |
| Please list languages spoken and the level of competence: |
|  |
|  |
|  |

**EMPLOYMENT DETAILS**

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Dates | Position held/Main duties | Reason for leaving |
|  |  |  |  |

**PRESENT OR LAST EMPLOYER**

Are you currently employed? YES/NO

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of present or last employer: | | | | |  | | | |
|  | | | | |  | | | |
| Address: |  | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| Telephone No: | |  | | | | | | |
|  | |  | | | | | | |
| Nature of business: | | |  | | | | | |
|  | | |  | | | | | |
| Job title and a brief description of your duties: | | | | | |  | | |
|  | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| Reason for Leaving: | | | | | | | | |
|  | | | | | | | | |
| Length of Service: | | | | From: | | | To: | |
|  | | | | | | | |
| **SUPPLEMENTARY INFORMATION**  Please set out below any further information to support your application, e.g. past achievements, future aspirations, personal strengths, which you think are relevant to this role. | | | | | | | |
|  | | | | | | | |

**DECLARATION**

Given the nature of the job to which I have applied, I understand that any offer of employment will be subject to information on my criminal record being disclosed to the Company by Disclosure Scotland. I have been given a copy of the Company’s Equal Opportunities Policy, which includes information relating to the recruitment of ex-offenders.

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998.

|  |  |
| --- | --- |
| Signature: | Date: |

**REFERENCES**

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? YES/NO

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
|  |  |
|  |  |
| Tel. No: | Tel. No: |

**SOURCE OF APPLICATION**

How did you hear of this vacancy?

|  |
| --- |
|  |

**Equality Form**

Dr Bell’s Family Centrewants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Please return the completed form to our Centre Manager.

**Gender** Man  Woman  Intersex  Non-binary  Prefer not to say  If you prefer to use your own term, please specify here …………………….

**Are you married or in a civil partnership?** Yes  No  Prefer not to say 

**Age** 16-24 25-29  30-34  35-39 40-44  45-49  50-54 55-59  60-64  65+  Prefer not to say 

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English  Welsh  Scottish  Northern Irish  Irish 

British  Gypsy or Irish Traveller  Prefer not to say 

Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  Any other mixed background, please write in:

***Asian/Asian British***

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say 

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British***

African  Caribbean  Prefer not to say 

Any other Black/African/Caribbean background, please write in:

***Other ethnic group***

Arab  Prefer not to say  Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes No  Prefer not to say 

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual 

Prefer not to say  If you prefer to use your own term, please specify here ……………………………………………….….

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish 

Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

**What is your current working pattern?**

Full-time  Part-time  Prefer not to say 

**What is your flexible working arrangement?**

None  Flexi-time  Staggered hours  Term-time hours 

Annualised hours  Job-share  Flexible shifts  Compressed hours 

Homeworking  Prefer not to say  If other, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None  Primary carer of a child/children (under 18) 

Primary carer of disabled child/children 

Primary carer of disabled adult (18 and over)  Primary carer of older person 

Secondary carer (another person carries out the main caring role) 

Prefer not to say 