



## Recruitment Pack

### Community and Family Support Worker

Supporting parents / carers in Edinburgh

December 2022

With Kids is a Company Limited by Guarantee with Charitable Status. Company number SC343897, Charity number SC022467. Registered address is With Kids, 15 Annfield Place, Glasgow, G31 2XE. [www.withkids.org.uk](http://www.withkids.org.uk)



# Community and Family Support Worker

<b>Salary:</b>	<b>£28,000 fte per annum.</b>
<b>Hours:</b>	<b>Full time of 35 hours per week. (Part time will also be considered).</b>
<b>Reports to:</b>	<b>Chief Executive Officer, or their nominee</b>

This post is funded by the Henry Smith Foundation and is fixed term for 20 months from the start of the post. Every effort will be made to seek additional funding to extend the post beyond that date.

## 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 parents and carers to better meet the needs of their children and to develop support networks in the wider community. The post-holder will work predominantly with adults from the Wester Hailes area.

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.

We are looking for someone to join us who:

- experience of working with and supporting adults
- has a track record in successful asset-based-community support.
- 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 improvements of our local community.

<b>Job Description</b>	
<b>Job Title:</b>	Community Development and Family Support Worker
<b>Purpose of the role</b>	
<p>Working within the context of the With Kids charitable mission and strategic plans the post holder will undertake community development and support work and provide family support services to individuals and groups.</p> <p>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. The post-holder will support parents and carers to better meet the needs of their children and to develop support networks in the wider community.</p> <p>The post-holder may be required to work occasional evenings or weekends and be fully involved in family/community activities that take place during school holidays.</p>	
<b>Key areas of responsibility</b>	
<ul style="list-style-type: none"> <li>• To work with the community, parents/carers and families to identify and implement a range of activities designed. To build confidence, increase networks of support and reduce isolation.</li> <li>• Lead on the design and delivery of a programme of activities that reflect the needs of both the parents/carers and family community.</li> <li>• To work with parents/carers to identify and organise group activities which build their confidence, personal and parenting skills.</li> <li>• Provide family support groups which will enable parents to build positive relationships with their peers.</li> <li>• Encourage participation in activities and help to establish a community of parents/carers, which can encourage each other through support, groups, play and learning.</li> <li>• Act as a facilitator to promote self-help in the community, mediating in matters of conflict and challenging inappropriate behaviour.</li> <li>• To work with parents on a one-to-one basis to address their individual family needs.</li> <li>• Liaise with school staff and other professionals to share best practice for supporting families in a community setting.</li> <li>• Build and maintain effective, supportive, and trusting relationships with parents/carers, head teachers and class teachers, and other agency staff as appropriate</li> <li>• Build positive relationships with the community, taking all opportunities to promote the organisation and enhance the reputation of With Kids.</li> </ul>	

- 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.
- Identify and develop opportunities, activities and ideas for additional resources and income generation.
- To input information and data to organisational systems on the parents/carers and families you are working with.
- To contribute to evidencing the impact of the work, by collecting data on and evaluating activities and providing compelling case studies, photographs and quotations for organisational use.
- To attend staff meetings, case management meetings, participate in professional supervision sessions and any in-service training and externally provided Continuous Professional Development activities as agreed and as appropriate.
- To undertake general administrative duties.
- Work with colleagues to maximise the use of the website and social media platforms for raising awareness of With Kids
- To be responsible for resourcing and maintaining individual resources / materials used in sessions, as agreed from time to time.
- To ensure that With Kids Health, Safety and environmental policies are adhered to.
- To be responsible for your own Health and Safety and that of others, in accordance with the organisation's arrangements relevant national legislation.
- To work in accordance with all other organisation's policies and procedures.
- To carry out any other reasonable duties that may be required to meet the needs of With Kids, including occasional evening and weekend working.
- *To work in such a way that helps the organisation to #KeepThePromise*

## 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
Preferably an HND/Degree in community development or relevant experience. Other qualifications will be considered.	X		A
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 parent/carer and family groups	X		A, I
Experience of supporting families facing adversity or in crisis	X		A, I
Experience of implementing ideas.	X		A, I
Experience of manage and prioritising time and resources.	X		A, I
Experienced in forming positive relationships with staff, partners, external agencies and parents/carers.	X		A, I
Experience of working with vulnerable children		X	A, I

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 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, calendar), use of internet, use of databases.	X		A

<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
Understanding of asset-based community development.	X		A, I

<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>	£28,000 fte
<b>Salary Payment</b>	Salary will be paid on or around the 23 <sup>rd</sup> of the month
<b>Contract status</b>	Fixed Term for 20 months from start of employment.
<b>Hours</b>	35 hours per week. (Part time will also be considered)
<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 12 public holidays per annum
<b>Pension</b>	The organisation offers NEST Defined Contribution pension scheme.
<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>Saturday 21<sup>st</sup> of January 2023</b>  Send your CV and Covering Letter detailing how you meet the criteria, to us using the email address: <a href="mailto:k.simpson@withkids.org.uk">k.simpson@withkids.org.uk</a>
<b>Interviews:</b>	We are aiming to hold interviews between the 30 <sup>th</sup> January and 10 <sup>th</sup> of February 2023  Interviews may be face to face or held over Zoom.

## **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 has support needs
- 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.