Job Description:

Family Support Worker (Job Share) – Airdrie and Coatbridge Locality

**Post: Family Support Worker (Job Share)**

**Hours: 16 hours per week (predominately Monday, Tuesday and Wednesday but flexibility will be required to cover annual leave)**

**Salary: Point 13-17, £23,218 - £28,379 per annum**

**Location: Based within OPFS Lanarkshire Office with flexible and home working. Reports to: Lanarkshire Services Manager**

# Main Duties

The Family Support Worker (Job Share) will be responsible to the Lanarkshire Project Manager and will assist and support the development and delivery of the Family Support Service in the Airdrie and Coatbridge locality through effective engagement and working directly with single parent families. The role will include the provision of family support activities, delivery of Health and Well-being group work and personal and social development training sessions. Supporting families to better manage their family finances through gaining equal access to the services and resources available within their local area.

This role is a job share with the other Family Support Worker delivering the service in the later half of the week. It is essential that there is good partnership working between staff in order to support service provision and handover of work.

# Specific Duties

* **Family Support:** Deliver a range of 1:1 interventions, supporting single parent families to improve their levels of family health and wellbeing, build positive family relationships, reduce feelings of isolation and loneliness, increase resilience, and improve outcomes for disadvantaged single parent families.
* **Group work and training:** Design, develop and deliver a range of Peer Support, Group Work Sessions, Health and Well-being Programmes and support single parents to better manage their family budget through their access to welfare rights, crisis support and local resources and services.
* **Partnership Working:** Develop and maintain good working relationships with agencies, organisations, and community networks, contribute to local partnership working with the aim of creating new opportunities for single parent families.
* **Advice and Information:** Provide practical information, advice and guidance to single parents who need additional support and refer to OPFS internal services and external agencies where appropriate.
* **Record Keeping and Evaluation:** Document comprehensive contacts with parents and develop monitoring / evaluation frameworks to evaluate the effectiveness of the service ensuring the aims and outcomes of the services are being met.
* **Reporting, targets, and outcomes:** Ensure project outcomes and targets are met in-line with funding application and submit comprehensive reports to the Project Manager on all areas of work you are responsible for.

***The job description is a broad picture of the post at the time of preparation. It is not an exhaustive list of all possible duties. It is recognised that jobs change and evolve over time.***

**Personal specifications**

**Essential:**

* Qualified to HNC level or equivalent relevant experience within this field of family support work.
* Awareness of barriers faced by single parents and an understanding of the ways of addressing these.
* Experience of organising and delivering a wide range of group work and training programmes including Health and Wellbeing, Motivation, Personal Development and Building Resilience.
* Competent in word processing, spreadsheets, use of databases, email and online platforms including zoom and MS teams.
* Ability to work independently to an agreed plan of work.
* A good standard of written and oral communication and ability to compile comprehensive reports for funders.
* Strong organisational and multi tasking skills.
* A clean driving licence and access to a vehicle

**Desirable:**

* Knowledge or experience of services for single parents and their children.

**Terms and conditions**

1. **Period of appointment:** Fixed term contract until 30th June 2023 with the possibility of extending (dependent on funding). Confirmation of appointment is subject to satisfactory completion of a 3-month probationary period, references, and receipt of a satisfactory disclosure check.
2. **Salary:** Points 13 -17 £23,218 – £28,379 (pro rata)
3. **Hours of work:** 16 hours per week (covering Monday, Tuesday and Wednesday but flexibility will be required to cover annual leave)
4. **Holidays**: Annual leave entitlement is 25 days and 12 public holidays (Pro-rata)
5. **Pension**: You will be auto enrolled from your start date. OPFS pays 7% of your salary and you pay a minimum of 3%
6. **Training and support and supervision:** You will receive induction training and frequent support in the first three months. Thereafter you will receive monthly individual support and supervision and annual appraisals and attend regular team meeting. OPFS is committed to the development of its staff through internal training and access to external training.
7. **Equal Opportunities and Family Friendly Employment**: OPFS aims to be an equal opportunity and family friendly employer. OPFS has Investors in People status and Living Wage accreditation.

## Recruitment timetable

**If you are interested in working with One Parent Families Scotland, please** download an application from our website [www.opfs.org.uk](http://www.opfs.org.uk/) and email your completed application form to jobs@opfs.org.uk Please contact info@opfs.org.uk 0131 556 3899 if you require a paper application form.

For an informal discussion about the role, please contact Donna McSwiggan, Services Manager on 07881 330973 or email donna.mcswiggan@opfs.org.uk

Applications for this vacancy will close on Wednesday 12th April 2023 at 9am. Interviews will take place week commencing 24th April 2023.

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