



## Job Description:

**Post:** Family Support Assistant (1-year fixed term)  
**Hours:** 16 hours per week, flexibly to meet the demands of the Service  
**Salary:** OPFS Scale Point 7: £21,067 for full time, (£9631 for 16 hours)  
**Location:** Based at Families House, OPFS Dundee  
**Reports to:** Regional Coordinator

## Role and Responsibilities

The Family Support Assistant role will contribute to the organisation's vision of a Scotland in which single parents and their children are valued and treated equally and fairly by supporting and delivering the various components which contribute to the Dundee Service.

The role will include the development and delivery of groups and events for single parents and their families. They will provide direct interventions to single parents and their families and support the work of Family Support and Employability Workers. The Family Support Assistant will be promoting our work at networking opportunities and outreach activities.

All roles at OPFS contribute to our mission of working with and for single parent families, providing support that enables them to achieve their potential and help create lasting solutions to the poverty and barriers facing many single parents and their children.

## Key Tasks

- **Groupwork/Events:** Develop and deliver a range of support and practical skills groups for single parent and their families. Coordinate the delivery of a range of community events with Family Support/employability workers and a range of partners. Promote the services available through One Parent Families Scotland by developing trusting relationships with single parents through the provision of interactive sessions, providing information, advice and support.
- **Support Single Parents:** to access activities in their local communities and attend meetings with other services. Help parents to develop their confidence, practical skills, self-esteem and to make informed and positive choices in their lives. Work with parents to identify wider support needs and refer to other support services as appropriate.
- **Support Family Support Worker:** to identify community resources and local services and assist single parents to engage with these agencies. To support with the delivery of groups and events.



- **Record Keeping & Reporting:** Maintain confidential information, complete all appropriate client paperwork as per our Family Support process. Record and document meetings and support provided to single parents. Evaluate and continuously improve service provision and complete monthly case studies within agreed timelines.
- Any other relevant duties as requested by the Regional Coordinator.

**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, and it is recognised that jobs change and evolve over time.**

## Personal Specifications

(please ensure you identify how you meet these within your personal statement)

### Essential Experience

- Experience of working with families and children.
- Experience of developing partnerships and multi-agency working.

### Practical Skills:

- Ability to plan, record and evaluate through recording and written reports.
- Strong organisational skills
- Ability to work as part of a team and as an individual.
- Competent use of standard IT packages in word processing, spreadsheets, use of databases, and Microsoft Office 365.
- Knowledge of issues affecting single parents in Scotland
- Commitment to professional development

### Personal Qualities & Attributes:

- Flexible to meet the needs of the service
- To be approachable friendly and good communicator.
- The ability to prioritise workload.
- To accept and respond to the varying needs of families in a non-judgemental way.
- To ensure OPFS values are upheld

## Desirable

- Experience of setting up and working with groups.
- Driving licence and access to a car.

## Terms & Conditions

- **Confirmation of Appointment:** Confirmation of appointment is subject to receipt of 2 references, a Standard Disclosure check and satisfactory completion of a 3-month probationary period.
- **Salary: Point 7** £21,067 for full time, pro rata £9631 for 16 hours
- **Hours of work:** Hours of work will be 16 hours per week, worked flexibly to meet the demands of the job
- **Holidays:** Annual leave entitlement is 25 days and 12 Public holidays. (pro rata) An additional 5 days, 35 hours, pro rata for part time, is added after 5 years' service. (pro rata)
- **Pension:** You will be auto enrolled in our pension scheme with a 3% contribution from you and 7% from OPFS.
- **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. Regular team meetings will be held and staff have access to internal and external training.
- **Equal Opportunities and Family Friendly Employment:** OPFS aims to be an equal opportunity and family friendly employer. OPFS has Investors In People silver status.

Recruitment Timetable: Closing date Midnight 19 May 2024. Interviews including 10 minute presentation to be held week commencing: 27 May 2024.