



Job Description:

Post: Family Support Worker (1 year fixed term with continuation of post subject to funding)
Hours: 35 hours per week, flexibly to meet the demands of the Service
Salary: Point 13 -17: £26,640 - £32,560
Location: Based at OPFS Dundee Service
Reports to: Regional Coordinator

Role and Responsibilities

The Family Support Worker 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.

They will provide direct interventions to single parents and their families including practical and emotional support in line with the OPFS Family Support Process. The role will include the development and delivery of groups and events for single parents and their families and will be responsible for 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

- **Family Support:** To develop and deliver a range of 1:1 and group work interventions for single parent families to improve resilience. Supporting single parents in developing parenting skills and supporting them to reduce isolation through developing supportive relationships with other single parents.
- **Groupwork/Events:** Develop, design and deliver a range of group work programmes including health and wellbeing and Peer Support programs for single parents and their children and deliver a range of support and practical skills groups for parents and their families. Coordinate the delivery of a range of community events with a range of partners.

- **Support Single Parents:** Help single 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.
- **Advice and Information:** 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.
- **Money Advice:** Support OPFS Matters Service to offer crisis, income maximisation, in work calculations and access to debt support.
- **Partnership Working:** Developing and maintaining contacts with agencies and contribute to partnership working to create new opportunities for single parent families.
- **Record Keeping & Evaluation:** 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.
- **Reporting, Targets and Outcomes:** Ensure project outcomes and targets are met in-line with funding requirements and submit comprehensive reports to the Regional Coordinator on all areas of work you are responsible for.
- 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

Essential Experience

- Qualified to HNC level or equivalent relevant experience.
- Experience of developing effective partnerships and multi-agency working
- Experience of working with single parent families in group work settings
- Experience of organising and delivering a wide range of training programmes including Parenting and Peer Support
- A clean driving licence and access to a vehicle

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.
- 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 and work independently when required.
- To accept and respond to the varying needs of families in a non-judgemental way.
- To ensure OPFS values are upheld

Terms & Conditions

- **Confirmation of Appointment:** 1 Year fixed term, continuation subject to funding. Confirmation of appointment is subject to satisfactory completion of a 3-month probationary period.
- **Salary:** Point 13 -17: £26,640 - £32,560
- **Hours of work:** Hours of work will be 35 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) and 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 GOLD status.

Recruitment Timetable: The closing date for applications is Sunday 21st June 2026 at 11:59pm. Interviews will be held w/c 29th June 2026 with a view to the successful candidate being in post on or before 6th Aug 2026.

