

JOB DESCRIPTION

POST:	Money Advisor
DIVISION:	Children and Family Services
RESPONSIBLE TO:	Senior Advisor
SALARY:	Starting at £30,602.00 – £35,778.00
Location:	Aberdeen

Children First VISION, MISSION and VALUES

A happy, healthy, safe and secure childhood for every child and young person in Scotland.

We work across Scotland to influence society and support communities and families to put children first. By aligning our passion with our purpose and by creating meaningful relationships with those around us we exist to transform the lives of children and young people.

Our core values guide how each one of us works in our individual day to day job:

- Respect - Treating everyone with respect and fairness
- Integrity - Being responsible and accountable
- Participation - Involving others in our work
- Excellence – Striving for the highest possible standards

GENERAL PURPOSE

- To provide relationship based expert money energy and debt advice to families in Scotland to resolve debt and money problems, become more financially resilient and to achieve long-term sustainable outcomes for them and their children. Work as part of the remote National advice team support Support Line in offering advice to parents who are struggling both emotionally and financially.

KEY RESULTS AREAS

- To deliver a range of face-to-face and remote/digital welfare rights, financial inclusion, income maximisation, debt and energy advice up to and including casework to SNSIAP Type II, referring and supporting families for

representation and preparation for court/tribunal.

- To promote a multi-skilled / multi-agency approach in working collaboratively with relevant organisations and partners, including department of work and pensions, HMRC, and as a member of an integrated staff team
- To promote the values and principles of Children First in providing support and advice to the most vulnerable families, promoting their full participation and understanding in the services they receive
- To work in partnership with families to address their needs.
- To develop partnerships to deliver drop-in sessions within local communities to expand our reach in eliminating poverty.
- To record, monitor and evaluate information and plan work in accordance with Children 1st policies, procedures and management systems in line with Scottish National Information and advice standards.
- To work in partnership with staff members and volunteers to assist in the evaluation and continuous improvement of the service.
- To contribute to written reports for a variety of partners/funders and to support accreditation in Money Advice.
- To ensure own continuing professional development through the Children First appraisal and supervision process.

ADDITIONAL DUTIES

Any additional duties will normally be to cover unforeseen circumstances or changes in work and will usually be appropriate and compatible with the regular type of work. If an additional task or responsibility becomes a regular or frequent part of the job, it will be included in the job description in consultation with the post holder.

ADDITIONAL RESPONSIBILITIES

- To be committed and adhere to Children First vision, mission and values.
- To comply with Children First Child Protection and Adult Protection policies and procedures and with National Guidance.
- To comply with Children First code of conduct (All Children First staff) and Codes of Practice for Social Service Workers and Employers (specific to Children and Family Services Divisional staff).
- To actively consider the involvement of children, young people and families with whom we work, in all areas of practice and to implement the Children First Participation Standards.
- To actively consider the involvement of volunteers in all areas of our work and to implement the Children First Volunteer Development Policy.
- To observe all health and safety requirements.

- To work within and promote policies in relation to Equal Opportunities and anti-discriminatory practices.
- Work and adhere to the Scottish National information and advice Standards.

PERSON SPECIFICATION

POST: **Project Worker (Money Advisor)**

AREA	ESSENTIAL	DESIRABLE
Qualifications		
Experience	• Direct work with families • 12 months plus debt advice delivery • knowledge of welfare system/benefits/debt/income maximisation • Working Knowledge of Scottish debt options	• Group work / family work • Money advice / Welfare rights experience • Tribunal and client representation • Representing or advocating on family's behalf with relevant organisations, professional bodies, and individuals • Debt advice and formulation of negotiation of repayment schedules. • Delivering welfare rights services •
Knowledge	• Debt options • Understanding of the causes and impact of poverty on children and families	• Welfare benefits system, application forms • Relevant childcare legislation linked to associated welfare benefits • Child development

AREA	ESSENTIAL	DESIRABLE
Skills	• Written and verbal reporting skills • Excellent communication skills • Assessment, monitoring, review and evaluation • Ability to work as part of a team • Inter-agency liaison and communication • Creativity and imagination in response to engaging with families	• Group work, family work, • Delivering training • Use of Advice pro casework recording system
Other	• Commitment to Children 1st vision, mission and values • Commitment to and understanding of the principles of participation • Commitment and promotion of equal opportunities and anti-discriminatory practices at work • Awareness of personal responsibility in relation to health and safety • Ability to work flexible hours and remotely as required.	• Driving Licence