

One Parent Families Scotland

JOB DESCRIPTION

Assistant Family Support Worker

Working hours:	12 hours per week (Monday, Tuesday and Wednesday OR Tuesday, Wednesday, Thursday)
Salary:	Grade Point 9 Salary: £24,111 FTE (£8,266.63 pro rata for 12 hours per week) Fixed term 31 st March 2027
Location:	Office location: 2 York Place, EH1 3EP

Role and Responsibilities:

The Assistant Family Support Worker will play a key role in supporting the delivery of the Edinburgh Family Support Service for single parent families. The role involves providing practical and emotional support to parents, facilitating group activities, and helping families access relevant resources, supports and opportunities to improve their wellbeing. A core part of this role will be planning and facilitating our weekly stay and play at McDonald Road library.

Key Tasks:

Key Responsibilities

- **Outreach and Engagement**
 - Actively engage with single parent families through our stay and play in the community.
 - Promote the service and encourage participation in activities and support sessions.
 - **Group Activities and Sessions**
 - Plan, organise, and deliver weekly **Stay and Play** sessions for single parents and children.
 - Create a welcoming, safe, and inclusive environment for families.
 - **Information, Advice, and Support**
 - Provide accurate information and guidance on issues affecting single parents, including childcare, benefits, housing, and employability.
 - Signpost families to relevant services and resources.
 - **Collaboration and Reporting**
 - Work closely with the Edinburgh Regional Coordinator and other team members to ensure effective service delivery.
 - Maintain accurate records of engagement and support provided, in line with organisational policies.
-

Desirable Skills and Experience

- Experience working with families or in a community support role.
 - Strong communication and interpersonal skills.
 - Ability to plan and deliver group activities for parents and children.
 - Knowledge of issues affecting single parent families, including social and economic challenges.
 - Ability to work independently and as part of a team.
 - Confident using IT platforms including data bases, Outlook, Word ect
 - Experience in outreach work within diverse communities.
 - Understanding of safeguarding and child protection procedures.
 - Familiarity with support services in Edinburgh
-

Personal Attributes

- Empathetic and approachable, with a genuine commitment to supporting families.
 - Organised and proactive, with good problem-solving skills and excellent organisational and planning skills
 - Flexible and adaptable to meet the needs of families and the service.
-

Working Conditions

- This position combines community-based work with office-based responsibilities at our Edinburgh office, located at 2 York Place

Training

- Full induction and training will be given. OPFS has a strong commitment to continuous professional development and there will be regular opportunities for training

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.

Recruitment Timetable

Vacancy live from Monday 31st August – Friday 11th September at 12pm

Interviews week beginning 14th September

Post to start beginning of October