

Job Description

Job title: Sessional Relationship Support Worker

Location: South Yorkshire

Hours: Variable, includes some Saturdays and evening work

Grade: £13.26 per hour

Service : Relationship Support

Reports to: Deputy Relationship Support Coordinator, via Local Coordinator

Principal Accountabilities:

1. To coordinate and deliver safe and effective Separated Parents Information Programmes (SPIPs)
2. In cooperation with Local Managers and the Central Relationship Support Team to maintain policy and guidelines for the running of the service within the context of Family Action Policies and Procedures, Local Authority Guidelines and current Child Care Legislation.
3. To work within the procedures of the associated parenting courses and service specifications.
4. To provide specialist parenting expertise in the delivery of individual and group based parenting support programmes. This will target the parents of the children and young people whom local agencies agree to be at risk or need additional support.
5. To keep accurate records of your work, adhere to confidentiality, information sharing protocols, assessment processes, providing monitoring information to Family Action and line manager as required.
6. Implement and maintain appropriate processes to monitor, evaluate and measure the impact of work and report on these appropriately, ensuring that good practice is disseminated.
7. To ensure good working links are maintained, and where appropriate work jointly with relevant services and agencies including Cafcass, Health and Education services, Housing, Youth Offending and the Voluntary Sector.
8. To carry out routine administration duties including photocopying, invoices, post, filing and administration in compliance with Commissioner requirements.
9. To maintain a range of electronic and manual office systems that will ensure that all information, including case files and case records, is stored safely and in such a way that the information can be retrieved quickly and easily when needed.



10. To contribute to the collection and analysis of information required by funders and Family action and provide accurate reports as appropriate.
11. To be responsible for submitting timesheets, expenses, and contributing to tender applications and budget management associated with the project.
12. To maintain confidential and accurate records and use secure systems appropriately.
13. In co operation with National Guidelines, to be responsible for providing suitable and safe accommodation for the delivery of SPIPs to ensure that the premises and equipment are of satisfactory standard.
14. To participate in personal supervision and training and to attend local and central staff meetings. This may involve representing Family Action at national or other events, and contributing to group supervision meetings.
15. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a) Being **people** focused
 - b) Reflecting a '**can do**' approach
 - c) Striving for **excellence** in everything we do
 - d) Having **mutual respect** for everyone we work with, work for and support through our services
16. To ensure you have an understanding (appropriate to your role) of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
17. To ensure the implementation of Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
18. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
19. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required

Person Specification

- 1 A relevant teaching qualification – to hold or be working towards a relevant train the trainer, Level 3 Award in Education and Training (Previously PTTLs)/equivalent teaching qualification or extensive Group Work experience.
- 2 Experience and knowledge of delivering evidence based parenting programmes.



- 3 Knowledge of parenting programme evaluation techniques and the measurement of impact.
- 4 Experience of working with families in which divorce, separation and or domestic abuse/interpartner violence has been a presenting factor. Experience of Family Justice Courts and related work is desirable.
- 5 A comprehensive understanding of Safeguarding Children, Young People and Vulnerable Adult Policies and Procedures and a willingness to continually update and apply this knowledge.
- 6 The ability to focus on prioritising the safety and well being of children and young people within the family, while responding to the whole family's needs.
- 7 Good communication and interpersonal skills, with excellent verbal and written skills, and negotiating and influencing skills.
- 8 A good understanding of windows and Microsoft packages including word, excel, email and power point.
- 9 Excellent organisational skills and experience of maintaining administrative systems including the ability to administer petty cash and provide the Local Coordinator with support for project budgets.
- 10 Ability to keep accurate records that can be used to inform practice and service development.
- 11 To have a commitment to equal opportunities and an understanding of the impact of deprivation and discrimination on communities, families and individuals.
- 12 To have an understanding of safeguarding children and vulnerable adults, confidentiality and similar policies and protocols and the ability to comply with them.
- 13 To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required. The post will require you to travel across districts. A full driving licence to a car is essential
- 14 To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
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 - b) Reflecting a '**can do**' approach
 - c) Striving for **excellence** in everything we do

d. Having **mutual respect** for everyone we work with, work for and support through our services

SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

1 The salary for this post will be £ 13.26 per hour

2 The post will be offered subject to the receipt of references satisfactory to Family Action, an enhanced disclosure from the Disclosure and Barring Service satisfactory to Family Action and Occupational Health Clearances.

3 You will accrue 23 days annual leave (inclusive of public holidays) on a pro rata basis. This will be calculated as 0.108 of an hour (6.48 minutes) per hour worked. Annual leave will be shown on each months pay slip in both hours and monetary value, and pay in lieu will be paid each month.

4 You will not be eligible for contractual sick pay or other Family Action benefits.

5 Family Action are not required under this arrangement to offer you work, nor are you required to accept any work that may be offered to you by Family Action. You may be removed from Family Action's bank of sessional workers, at any time for any reason without notice.

6 Staff may join any Trade Union of their choice. Family Action recognises UNISON and Unite for collective bargaining purposes and both have negotiating rights on behalf of all staff.