Job Description:  
Family Support Worker (Fathers and Children)

**Post:** Family Support Worker (Fathers and Children)

**Hours:** 21 hours per week - Fixed Term

**Salary:** £22,100 - £27,012 per annum (pro rata)

**Location:** City of Edinburgh wide, based at OPFS Headquarters

**Reports to:** OPFS Edinburgh Manager

# Overview

OPFS Edinburgh supports single parents with a range of issues that affect their ability to play a full part in the economic and social life of their communities. As part of that mission, the Edinburgh Lone Fathers Project helps single and separated fathers who might find it difficult to engage with mainstream services.

We aim to support fathers and children to enhance their relationships, reduce isolation by fostering peer support, offer opportunities to engage in outdoor and physical activities, and provide information and activities that help fathers learn more about low cost resources available to them and their children.

This post will include working on behalf of children who are, or are being placed, in the full-primary care of their father and ensure that the family have the support and skills to grow and develop to meet their full potential.

# Specific Duties Include

* Working with fathers who are, or want to be, the primary carer for their child(ren) under 4 years old.
* Delivery of 1:1 support to fathers that help them grow in confidence and develop their parenting skills.
* Supporting single/separated fathers in better understanding their child’s development, accessing appropriate resources and developing supportive relationships with other parents.
* Maintain an up to date knowledge of early child development and local resources for young children.
* Empower single/separated fathers to advocate for themselves and their family.
* Working alongside project colleagues to deliver holistic service that meets the range of needs for single parents in Edinburgh
* Working in partnership with other agencies to promote and develop better statutory and third sector provision for single fathers and their children.
* Meeting regularly with line manager for support and supervision.
* Attending scheduled team meetings and training as required.
* Documenting work and maintaining confidential information.
* Occasional support and staffing of Saturday Fathers and Children’s group may be required.

# Personal Specifications

## Essential

* **Lone Parents –** Awareness of barriers faced by separated parents and ways of addressing these.
* **Qualifications**: Relevant professional qualification or an exceptionally good standard of education (equivalent to HNC/HND, SVQ 3 or 4) combined with relevant experience.
* **Personal attributes:** Organised approach to tasks and ability to engage effectively with less confident parents.
* **Communication Skills** – A good standard of written and oral communication.
* **Outreach -** Experience of engaging with parents and children in their own communities.
* **Organisational Skills:** Able to work effectively on own or with colleagues to an agreed plan. Ability to demonstrate initiative with problem solving.
* **IT:** Competent in word processing, spreadsheets, use of databases, and of e-mail.

## Desirable

* **Willingness**: To develop knowledge of child development through training and qualifications (as appropriate).
* **Liaison –** Experience of partnership working with other statutory and voluntary agencies.
* **Services for families:** Knowledge or experience of local services for children and families
* **Driving License:** A clean driving license and access to a car**.**

# Terms & Conditions

1. **Period of appointment:** The appointment is fixed term, 1st April 2020 until 30th September 2022, with the possibility of extending (dependent on funding). Confirmation of appointment is subject to satisfactory completion of a 3-month probationary period, Disclosure Checks and receipt of references.
2. **Salary:**  £22,100 – 27,012 per annum (pro rata)
3. **Hours of work:** 21 hours per week, days to be agreed with the Manager. Normal office hours are between 8am to 5pm, Monday to Friday. The potential of occasional Saturday working may be required.
4. **Holidays**: Annual leave entitlement is 25 days and 12 Public holidays, pro rata for part time.
5. **Pension**: You will be auto enrolled from your start date. OPFS pays 3% of your salary and you pay a minimum of 7%.
6. **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.
7. **Equal Opportunities and Family Friendly Employment**: OPFS aims to be an equal opportunity and family friendly employer. OPFS has Investors In People status.
8. **Recruitment Timetable**: The closing date for applications is 9:00 am on Monday 2nd March 2020. Interviews will be held on Thursday 12th March 2020 at OPFS Edinburgh, 2 York Place, Edinburgh, EH1 3EP.

**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.**