

Bright Beginnings

Family Worker

(Fixed contract for 3 years, 12 hours per week worked over two weekdays)

The Bright Beginnings project is funded by the National Lottery for a three year period across the Cannock and Burntwood area in Staffordshire. The aims are to improve opportunities, life chances and wellbeing for families with young children in the area.

Bright Beginnings Project Description

- brings together two organisations and builds on the already good engagement of the local community promoting the best possible start in life for local children.
- follows on from grassroots projects in Burntwood through Spark's pioneering peer-support programmes and West Chads Moor Family Centre's vast experience providing personalised, inclusive and varied services for families in Cannock.
- will include employment, education, and volunteering, training and 1 to 1 support; led by the needs of those who will benefit from the project.
- will offer help at the earliest opportunity to families in both areas and provide services to support the family's progress.
- will aim to achieve a tailored service in two areas of high need to offer help, support and progression opportunities, and to build resilience so families can manage on their own.
- will impact on the whole family and will work with children and adults together.

Family Worker Role Description

The family workers will be based at the Spark centre, working with the project coordinator to design and offer a programme of activities to work with the whole family holistically. This will be through a range of 1 to 1 and group services which families can flow into and out of.

Main Tasks

1. To work under the direction of the project coordinator in supporting the families attending the centre and to plan activities in line with EYFS.
2. To plan, prepare, implement and evaluate the daily sessions offered to families.
3. To maintain accurate records including.

Attendance

Accident and incident book

Fire drills and risk assessments

Training records of courses completed

4 . To deliver parenting programs as required and facilitate these sessions under direction from management.

5 . To work as part of a team and liaise with parents/ carers ensuring each families' needs are met and to assist in completing case studies

6. To sign post families to other agencies where appropriate
7. To report concerns to the project coordinator, keep accurate records, keep confidentiality with an awareness of sensitive information.
8. To run crèche sessions where required
9. To attend meetings as required.

Due to this post relating to children, young people and vulnerable groups, you will need to undergo an enhanced **Disclosure and Barring Service (DBS)** check.

<p>Skills Required</p> <p>The applicant should have qualifications/experience in at least one of these areas:</p> <p>Childcare</p> <p>Early Years</p> <p>Education</p>
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Essential	Desirable
<p>Good communication and listening skills.</p> <p>A good understanding of the challenges faced by local families</p> <p>The ability to work well and remain calm under pressure and in challenging situations</p>	<p>A clean driving licence and access to a car.</p>
<p>Effective team work skills with the ability to act within a multi-disciplinary team.</p>	<p>Experience of working in the voluntary/charitable/social sector</p>
<p>Knowledge of GDPR, equality and diversity, safeguarding and health and safety procedures.</p>	<p>Flexibility and adaptability using organisational and problem solving skills.</p>
<p>Competent skills in word and a basic understanding in excel and a working knowledge of the use of social media</p>	<p>A caring and empathetic approach to their work.</p>
<p>Commitment to making a positive difference to the lives of service users</p>	<p>A knowledge of local provision</p>

Formal and informal training will be provided throughout the project as available and with the agreement of the project steering group. This will form part of the personal development plan for the post.

Due to coronavirus pandemic there may be some requirement to work from home.

- Salary £ 6,240 per annum rising to £6,620 by year 3
- Project is fixed for three years
- 12 hours per week split over 2 days mostly located at Spark in Burntwood
- Paid holidays, bank holidays and sickness to be discussed at interview

Application Process

Download an application pack from www.sparkburntwood.co.uk

Submit a copy of your CV and a letter of application explaining why you would like to work at Spark via hellobrightbeginnings@outlook.com by the closing date:

Monday 27th July.

Postal applications are not accepted. Any enquiries about the role can be made to hellobrightbeginnings@outlook.com

Interview Format

Interviews will take place during August with the role likely to start on 1st September.



West Chadsmoor Family Centre Ltd

Charity No: 1184253
1116541

Company Registration No: 5485495 Charity No: