

## **Job Description**

**Job Title:** Community Development Worker

**Job Purpose:** To work as part of the Community development team to deliver direct work to children affected by parental offending, support groups and services to families. To work with parents in prison and their families.

**Salary:** Full time equivalent £28,863, Actual for 24 hours £17,992

**Hours of work:** 24 hours part time All Year Round over 3 days

**Contract:** Fixed term for 1 year with a view to make permanent

**Reporting to:** Directors of Partnerships and Community Development

**Responsible for:** Parents/carers and their children, Students and Volunteers

### **Key responsibilities of the role include:**

To provide and maintain an emotionally secure, safe, consistent, supportive and caring environment appropriate to the individual needs of children and their families.

Work as part of the team to plan and support the delivery of family and community support across the local community and beyond, working in partnership with other agencies including prison work.

Working with children and families of offenders.

Track the progress of children and families using appropriate measures

### **Duties and responsibilities include, but are not confined to the following:**

#### **1. Families**

To assist in the planning and delivery of groups both targeted and universal in accordance with the Charity's policies and being mindful of the charity's initiatives and of the Early Years Foundation Stage Curriculum.

Ensure accurate records and evaluations of groups and services with families in accordance with Charity policies.

Promote and value families' experiences within an anti-discriminatory framework.

Foster respectful, supportive and warm relationships with parents/carers and children by taking part in activities with them.

Plan a range of activities to meet the wants/needs of the family/families within each individual group, focusing on their interests.

Carry out home visits as required. Monitor and maintain records of intervention and progress of each individual family where additional support is necessary.

Liaise with parents, other team members and professionals as appropriate.

Maintain a child centred environment, reviewing room layout, appropriate displays and play materials to ensure the environment is stimulating and attractive.

Be aware of and implement all of the Charity's Policies including Child Protection & Safeguarding, Equal Opportunities and Behaviour Management.

## **2. Parents**

Encourage parental involvement in every aspect of the work you are delivering.

Show support for parents as stakeholders of the Charity/groups.

Ensure good communication between the team and parents by using a range of relevant strategies appropriate to the individual.

## **3. Charity Responsibilities**

To cover management shifts as necessary.

Work as a member of the team while accepting the individual responsibilities of the post.

Attend staff and other meetings as required.

Participate in fund-raising events.

Undertake training and regular appraisals as part of your personal and professional development.

Monitor the conditions of the toys and equipment in terms of health and safety and report any concerns immediately.

Work in compliance with the health and safety policy at all times.

Maintain high levels of record keeping as necessary in the course of your work.

Support students, trainees and volunteers.

Maintain and ensure the cleanliness of all group settings.

Undertake any other duties required in keeping with the aims of this post.

## Individual Specification

### Essential

1. Experience of working effectively Community Support work, meeting the developmental and health needs of children and other specific needs to families.
2. Willingness to undertake relevant training for this post.
3. A passion for making a difference to children affected by offending and imprisonment
4. Willing to work in a prison environment.
5. Driving licence.
6. Good IT skills and the ability to use electronic computer systems.
7. Knowledge of equal opportunities.
8. Knowledge of child protection and safeguarding procedures.
9. Experience in identifying the needs of parents & carers & individual children.
10. Good communication with children and families.
11. Proven skills in planning programmes for groups/individual families.
12. Effective and accurate verbal and written communication skills.
13. Ability to work towards the creation of a caring and safe environment.
14. Proven skills in organising activity to achieve defined targets.
15. Proven ability to work as part of a team.
16. Ability to work with a variety of team members across a range of settings throughout the Community.
17. Due to covering a wide geographical area, a full driving license is required with access to a vehicle.

### Desirable

1. Experience of working with offenders and or their families.
2. Degree level or above in relevant qualification.
3. Knowledge of the Criminal Justice System.
4. Ability to deliver training.
5. Trained in parenting.
6. Therapeutic Play.
7. Qualifications in BTEC National Diploma in Childcare Studies or CACHE Diploma in Childcare and Education (NNEB) or equivalent Social work or community work.
8. Experience of community development work.
9. First Aid.

### Application information

Please complete an Application Form which can be found on our website at:

<https://everyfamily.org.uk/careers/>

Email documents to: [recruitment@everyfamily.org.uk](mailto:recruitment@everyfamily.org.uk).

**Deadline for applications:** 8<sup>th</sup> August 2024

**Interview date:** 14<sup>th</sup> August 2024 PM

**Ideal Start date:** As soon as possible



everyFAMILY is an equal opportunities employer. We welcome applications from people of all backgrounds including ex-offenders. We can only accept applications from candidates who have the right to work in the UK.

**Completing your application**

Candidates are asked to complete all the standard information required on the application form, addressing all of the criteria identified at application stage.

**Selection procedure**

The selection will be by a panel of the Senior Leadership Team. Candidates will be notified immediately after shortlisting has taken place.

**References**

Two references will be required in all cases, both being professional and one being from your current employer. In accordance with Safer Recruitment references will be requested immediately after shortlisting. The offer of employment will be subject to everyFAMILY receiving two satisfactory professional references and an enhanced DBS check.