

Job Title	Family Connections Lead Worker & Child's Rights Ambassador
Hours of Work	<p>6-12 hours per week worked over one-two days This may include outreach family connections support when needed.</p> <p>Flexibility in location although priority is Edinburgh and Musselburgh on Saturday and Sunday's.</p> <p>Our most frequent work pattern is Thursday to Sunday as the majority of working families want child contact when the child is not at school. Some Tuesday to Friday 3-7pm shifts may be requested.</p>
Location	<p>Outreach locations: East Lothian West Lothian Edinburgh With some attendance at our headquarters in Edinburgh for training and team meetings, many of these are online.</p>
Accountable to	Regional Manager / CEOs
Salary	Grade 6 (SCP Salary Point 46) £28, 854 p/a paid pro rata at FTE 0.17/0.34
Introduction	<p>Family Journeys supports families after separation, providing a range of services to parents and children. At present these services operate throughout the Lothians in outreach locations, with an established team and pool of sessional staff.</p> <p>Our work requires a high degree of trust and professionalism. Working with families in complex situations where a high degree of professional judgement is required, you will encounter families in conflict with each other and frustrated with the requirement to use our services. Our work requires commitment to safety and child protection and working to a high standard expected by families, social workers, solicitors and courts.</p> <p>Child Contact will become regulated by 2022/2023 and mediation is already a professional with formal registration. Codes of practice and UNCRC therefore guide our work.</p>
Key responsibilities	<p>Direct responsibilities:</p> <ul style="list-style-type: none"> • Lead and support families using Family Journeys services, providing child contact sessions in in our family connections centres; • Follow and review risk assessments, safety plans and child's plans to ensure parents and children are safe and supported. • Work as part of a Family Connections team on shift including briefing and debriefing sessions to support families work towards positive outcomes for children, taking responsibility for leading briefing/debriefing sessions. • Manage playroom and parents' room set up, equipment, refreshments cleaning and sanitising at the end of sessions; • Liaise with Family Journeys operations team on allocation of cases, record case notes and court reports capturing the voice of the child and record any communication with families using the service on our content management system;

	<ul style="list-style-type: none"> • Represent Family Journeys to external stakeholders and adopt a multiagency approach; • Support evaluation of our services by gathering service users' views, and recording activities against objectives and outcomes. • Hold the safety and wellbeing of children as our paramount focus. <p>Responsibilities to contribute to:</p> <ul style="list-style-type: none"> • Passionately drive the voice of the child and ensure UNCRC is upheld in all areas of our work • Contribute to development of new approaches and good practice to support children and parents. • The development of training and support for sessional staff and volunteers.
Additional responsibilities	<ul style="list-style-type: none"> • Work to and implement the organisation's policy and procedures. • Adhere to and promote respect for health and safety throughout the organisation. • Follow the organisation's financial procedures. • Support Family Journeys' communications and PR activities. • Use new technology and engage with our IT systems appropriately to your role. • Engage with external stakeholders positively.
Key relationships	<p>Internal</p> <p>Direct line management:</p> <ul style="list-style-type: none"> • n/a <p>Internal relationships:</p> <ul style="list-style-type: none"> • Sessional staff and volunteers working in family connections and mediation services • Team Leaders / Regional Managers <p>Accountable to:</p> <ul style="list-style-type: none"> • CEOs / Regional Managers <p>External</p> <ul style="list-style-type: none"> • Parents and children using our services • Regulatory bodies who may be appointed nationally in the future to monitor "Child Contact" services
Essential requirements	<ul style="list-style-type: none"> • Ensuring that, at all times and for all children and families, our services are inclusive and actively seek solutions to ensure those with different disadvantages benefit from our support • To model and promote Family Journeys values. • Strict adherence to data protection and confidentiality policies • Visible commitment to and adherence to good practice in all our policies and in particular to safety and child protection • Compliance with our PVG requirements • Ensuring our services and organisation as a whole respects and promotes equality and diversity • Ensuring our organisation complies with government guidance and the law

Person specification	
Essential criteria	Development requirements
<p>Experience of direct work with children with knowledge of working with disadvantaged and diverse families</p> <p>Experience in supporting parents and children as part of a family unit.</p> <p>Experience in child development, child attachment and play</p> <p>Knowledge and experience of child protection issues.</p> <p>Good verbal and written skills.</p>	<p>Working understanding of GDPR</p> <p>Working understanding of UNCRC</p> <p>Working understanding of The Promise</p> <p>A commitment to engage and complete internal CPD requirements set out by management and in line with regulation</p>
<p>Future regulatory requirement set by Care Inspectorate.</p>	<p>Professional qualifications as required by SSSC</p>

<p>Organisational requirements</p>	<p>Team meetings: as required. Meetings may not be held within your standard work hours, as many staff are part time. You will be expected to attend all staff meetings, but timings may be rotated to ensure all staff can include these in their standard working pattern in turn. These meetings may be brief and held online to maximise convenience, but are essential to our communication and organisational development.</p> <p>Support and Supervision: all staff are expected to engage with regular support, supervision and reflective practice with management.</p> <p>Continuing professional development: all staff are expected to maintain their familiarity with new working practices and approaches in their professional field and in information technology and training relevant to their role.</p> <p>Team working: as a small organisation, we require all employees to work flexibly to enable us to meet operational demands and share workload when other staff are absent. Requests will be reasonable and proportionate.</p>
<p>Performance management</p>	<p>Probationary period: six months (or according to continuation of service in previous role at same level)</p> <p>Standards of performance and objectives for your work will be clearly communicated and agreed in advance of the performance period.</p>