

<b>Job Title</b>	<b>Family Connections Worker – Support (sessional/relief)</b>
<b>Hours of Work</b>	<p>No guaranteed hours offered by Family Journeys. Sessional and relief work will be offered on an ad hoc basis. This may be offered in blocks or as a one-off shift to cover staff annual leave and sickness.</p> <p>Shifts are typically 6hrs.</p> <p>Flexibility in location and work pattern is requested, although we work with staff to ensure the best fit with your circumstances.</p> <p>Our most frequent work pattern is Thursday to Sunday as most working families want child contact when their child is not at school although other shifts day and times may also be requested.</p>
<b>Location</b>	<p>Locations:</p> <p>East Lothian - Musselburgh</p> <p>West Lothian – Bathgate</p> <p>Edinburgh – Gorgie Road</p> <p>Edinburgh – Jock Tamson’s Gairden</p> <p>With some attendance at our head office in Edinburgh for training and team meetings (these may also be online)</p> <p>Additional off-site locations may also be offered as projects develop.</p>
<b>Accountable to</b>	Team Leader / Regional Manager / CEO
<b>Salary</b>	£14.09 per hour
<b>Introduction</b>	<p>Family Journeys supports families after separation, providing a range of children and family services. At present these services operate throughout the Lothians in outreach locations, with an established team and pool of sessional/relief staff.</p> <p>Our work requires a high degree of trust and professionalism. Working with families in complex situations where professional judgement is required.</p> <p>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 2025 and mediation is already a profession with formal registration. Codes of practice therefore guide our work.</p> <p>We continue to develop a therapeutic, relational and trauma informed approach to our work with children and parents, using narrative therapy techniques, therapeutic play and other practices.</p>
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>• Support families using Family Journeys services</li> <li>• Provide positive, playful and attachment-promoting activities</li> <li>• Deliver services including supervised and supported contact, handovers and themed/supported play promoting child attachment</li> <li>• Follow all safety plans and guidelines and contribute your knowledge and understanding to enhance safety</li> <li>• Treat all children and parents with kindness and respect</li> <li>• Ensure venues are clean, safe and pleasant for families to use, and leave venues clean and tidy after use</li> <li>• Report child protection or adult protection concerns immediately to your line manager and the Child Protection Co-ordinator</li> <li>• Implement positive practice standards and attend training</li> </ul>

	<ul style="list-style-type: none"> <li>• Work positively with volunteers and students assigned to your areas of responsibility</li> <li>• Seek solutions to ensure children, adults and services are inclusive</li> <li>• Model and promote Family Journeys values</li> <li>• Adhere to data protection and confidentiality policies</li> <li>• Commit and adhere to good practice in all FJ policies (in particular to safety and child protection)</li> <li>• Ensure Family Journeys respects and promotes equality and diversity</li> <li>• Ensure good practice in relation to Child Protection/Vulnerable Adult procedures by adhering to individual family plans</li> <li>• Ensure play equipment for children is age-appropriate, attractively laid out, is in good repair and clean and regularly rotated or renewed</li> <li>• Use therapeutic approaches developed by Family Journeys for which training will be provided</li> <li>• Ensure FJ complies with government guidance and the law</li> <li>• Use new technology and engage with our IT systems appropriately to your role.</li> <li>• Work as part of a staff team to support the lead workers meet outcomes as set by family members.</li> <li>• Engage with team briefing and debrief sessions during shifts.</li> <li>• Use our database management system to add Family Connection session notes, observations, conversations, etc to individual children and carer records as required.</li> <li>• Engage with support and supervision as requested/required.</li> </ul> <p>Responsibilities to contribute to:</p> <ul style="list-style-type: none"> <li>• Development of new approaches and good practice to support families.</li> <li>• Assisting in the quality assurance, monitoring and reporting on services you are involved in, including inputting to case files and database use.</li> <li>• Implementing positive practice standards and attend training.</li> <li>• Working positively with volunteers assigned to your areas of responsibility.</li> <li>• The organisation's development and review of policies and procedures.             <ul style="list-style-type: none"> <li>• Ensuring good practice in relation to Child Protection/Vulnerable Adult procedures and liaising with the CP/AP Co-ordinator (Service Manager) to ensure good practice in relation to safety and protection.</li> </ul> </li> </ul>
<b>Additional responsibilities</b>	<ul style="list-style-type: none"> <li>• Compliance with FJ PVG requirements</li> <li>• Adhere to the organisation's policy and procedures.</li> <li>• Adhere to and promote respect for health and safety throughout the organisation.</li> <li>• Follow the organisation's financial procedures.</li> <li>• Support Family Journeys' communications and PR activities.</li> </ul>
<b>Key relationships</b>	<b>Internal</b>

	<b>Direct line management:</b> <ul style="list-style-type: none"><li>N/a</li></ul> <b>Internal relationships:</b> <ul style="list-style-type: none"><li>Volunteers assigned to your team</li><li>Students assigned to your team</li><li>Colleagues assigned to your team</li></ul> <b>Accountable to:</b> <ul style="list-style-type: none"><li>Team Leader</li><li>Regional Manager</li><li>CEO</li></ul> <b>External</b> <ul style="list-style-type: none"><li>Our children and families</li></ul>
<b>Essential requirements</b>	<ul style="list-style-type: none"><li>Ensure 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</li><li>To model and promote Family Journeys values.</li><li>Strict adherence to data protection and confidentiality policies</li><li>Visible commitment to and adherence to good practice in all our policies and in particular to safety and child protection</li><li>Compliance with our PVG requirements</li><li>Ensuring our services and organisation as a whole respects and promotes equality and diversity</li><li>Ensuring our organisation complies with government guidance and the law</li></ul>
<b>Person specification</b>	
<b>Essential criteria</b>	<b>Development requirements</b>
<ul style="list-style-type: none"><li>Experience of direct work with disadvantaged and diverse families.</li><li>Experience supporting children and parent/carers.</li><li>Knowledge of child development, child attachment, play.</li><li>Knowledge of child protection issues.</li><li>IT skills – our systems and administration are cloud based.</li></ul>	<ul style="list-style-type: none"><li>Youth work, children’s work, early years work, family support or family learning.</li><li>Therapeutic approaches relevant to children and their families.</li><li>Working understanding of GDPR.</li><li>Knowledge of family law</li><li>Good verbal and written skills.</li><li>Knowledge and commitment to The Promise</li></ul>
	Professional qualifications as required by SSSC and any other future regulatory requirement.

<b>Organisational requirements</b>	<b>Team meetings:</b> 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
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	<p>meetings may be brief and held online to maximise convenience but are essential to our communication and organisational development.</p> <p><b>Support and Supervision:</b> all staff are expected to engage with regular support, supervision and reflective practice with management.</p> <p><b>Continuing professional development:</b> 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. All staff are expected to attend mandatory training. Development training opportunities will also be provided with attendance encouraged.</p> <p><b>Team working:</b> 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>
<b>Performance management</b>	<p><b>Probationary period:</b> All new employees are appointed with a probationary period of six months. Performance reviews are six monthly with your line manager.</p> <p><b>Standards of performance:</b> Objectives for your work will be clearly communicated and agreed in advance of the performance period. Where relevant any annual incremental salary growth will be subject to meeting Key Performance Indicators (KPIs) agreed in annual appraisals and supervision sessions.</p>