



FIFE GINGERBREAD

JOB DESCRIPTION

This Description is intended to give prospective applicants an overview of the post, the task and the context within which the job is being offered. It does not purport to be an exhaustive statement of Terms and Conditions of Employment with Fife Gingerbread. Applicants will be given an adequate opportunity to discuss issues of that nature at initial interview.

Job Title & Salary Range

Dad & Me Early Years Project Support Worker

Part Time 18 hour a week

Salary: £25,278.60 pro rata Initially funded until March 2022

The post is subject to various suitability checks.

Duties & Responsibilities (common across all Fife Gingerbread Support Workers)

- The ability to demonstrate empathy with our values;

Accessibility: We provide flexible and inclusive support services located in our local communities.

Quality: We work to the highest possible standards to support families in a flexible, holistic, non-judgemental, friendly and professional manner.

Empowerment: We work with families to overcome barriers in their lives enabling change to take place.

Trust: We act with honesty and integrity and adhere to strict policies and procedures with regard to confidentiality.

Excellence: We strive for excellence in all areas of service delivery.

Respect: We promote respect for others in all aspects of our service.

- Contribute to the work of Fife Gingerbread, collaborating with colleagues (internal and external) reporting to Operational Manager.
- Partnership working with local provision, avoiding duplication of services, creating a joined up approach, networking etc.

- Responsible for engaging and supporting lone, vulnerable and disadvantaged families. Using a mix of home visiting, one to one work and group work and using the Fife Gingerbread model of Engage – Support/Skilling up – Progression.
- Working with families to agree an action plan that offers a range of professional support to families from listening to guiding, informing to advocacy. Offer practical support to alleviate poverty and increase financial inclusion by accessing local supports and access a range of grants and financial support.
- Support parent's to ensure children and young people are safe, healthy, achieving, nurtured, active, respected, responsible and included.
- Undertaking group work with families.
- Using an asset based approach support families to overcome any barriers, and access learning and further skills development offered within their community, supporting members of the family to achieve their potential.
- Responsible for giving a voice to the issues families face and influencing developing opportunities that provide solutions and gives a voice to the issues faced by the families we support.
- In common with all Fife Gingerbreads work to alleviate and mitigate poverty – All frontline workers will be aware of the hidden impacts of poverty on families and will work in partnership with relevant agencies and services to improve situations. A major part of this work will be highlighting issues and solutions and the recording, reporting and sharing of mitigating actions.
- Operate within given budget restraints and optimise opportunities to work efficiently.
- Work within Fife Gingerbreads ethos of progressing volunteers, demonstrating responsibility to work collaboratively with the volunteer coordinators to ensure volunteering is integral to the work.
- Use IT systems to ensure quality and efficiency of work and be responsible for developing and maintaining social media and other marketing to promote the work in collaboration with the business services team.
- Responsibility for accurate and timeous recording of data, monitoring and reporting progress for funders and highlighting any trends to the Operational Manager.
- Prepare reports as appropriate, gathering qualitative and quantitative information, as well as anecdotal evidence in the form of feedback from parents and service providers.
- Participate in regular team meetings, supervision and communication opportunities as Performance Feedback Framework.
- Represent the organisation at various forums including preparation and delivery of presentations promoting the impact of the work.
- Plan all travel across Fife (and on occasion wider) using the most effective and efficient mode.
- To undertake other duties as required.

Skills, Knowledge & Experience

Specific to this post

- ***An excellent understanding of the need for dad's to be part of their child's life and the importance of strong health bonding and attachment.***

The post holder will have a qualification in a related discipline to a minimum SCQF Level 7, such as SVQ 3 Health and Social Care or the HNC Social Science, HNC Child Care and Education and together with demonstrable experience, also the ability and willingness to complete further training and qualification as identified.

- Work with dads either in their own homes or other appropriate venues to provide support and identify needs in response to referrals from Health Visitors, Social Workers, Family Support Services, etc. as part of Stage 2 of the Child Well Being Pathway.
- Establish positive relationships and support dads (ante-natal/post-natal) to ensure that they have every opportunity to benefit from maximum health & wellbeing services.
- Establish and maintain good interagency links with other professionals working in the area, dealing with issues such as debt, housing, counselling or general family issues.
- Sign post to advice services and aid with benefits, grants and other entitlements or refer to other agencies as appropriate.
- Work in close partnership with existing services providing parenting skills, development and support work and collect information and interpret to inform future development of the initiative.
- Encourage and support volunteer engagement within the Project.
- Encourage the use of group work approaches and the development of peer support networks.
- Encourage and assist dad's to recognise their skills and potential as well as develop confidence and become responsible and positive parents. Assist them to take an active part in decision making and provide advocacy as required.
- Maintain and record the work of the project, analyse and report to advise future practice.
- Prepare reports as appropriate, gathering qualitative and quantitative information, as well as anecdotal evidence in the form of feedback from parents and service providers.
- To undertake other duties as required.

Fife Gingerbread Policies

Adhere to all of the policies and procedures as set out in the Fife Gingerbread Handbook and to monitor and maintain health and safety within your base and notify the Line Manager of any areas of concern.

To work with the team to develop a culture of safe working practice and to ensure Fife Gingerbread's compliance to its health and safety responsibilities, you are required to ensure that by your own actions you ensure your own safety and do not put other people at risk by reason of your own acts or omissions (Section 7 of the Health & Safety at Work etc Act).

Fife Gingerbread encourages employees to adopt a culture of personal development. Fife Gingerbread recognises the quality of service is derived from its employees and will, where possible, support and encourage their self-development.

Contribute to a work environment that upholds respect and dignity for all individuals that is free from harassment and bullying based upon age, disability, gender reassignment, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation.

Role Specific Responsibilities

Dad & Me Project:

- To encourage new dads to have an active role in their child's early years
- Encourage new dads to learn and develop an understanding of their developing child's needs from conception to three years.

Outcomes:

- Children will benefit from having positive experienced with their fathers
- Fathers will have an increased understanding of their child's needs and improved ability to parent
- By attending groups dads and their children will have increased opportunities to socialise interact and build friendships through interactive play.