JOB DESCRIPTION

Mobile Play Worker - fixed to end April 2021

**Location:** Bexley – Various locations

**Salary:** £9.99 per hour

**Hours:** Zero hour

**Holidays:** 6.23 minutes annual leave for every hour worked, 1.84 minutes bank holiday for every hour worked (in a year when there are 8 bank holidays)

**Pension:** Family Lives has a Personal Pension scheme

**Responsible to:** Family & Volunteer Coordinator (Mobile Lead)

Family lives Board of Trustees may award a cost of living salary increase at its discretion.

**Organisational background:**

Family Lives was formed over forty years ago by volunteers with the aim of ensuring that all parents had somewhere to turn before they reach crisis point.

We know that the right support at the right time makes all the difference. Family Lives provides targeted early intervention and crisis support to families who are struggling.

**Organisational values:**

You will be committed to Family Lives’ core beliefs:

Mission: We build better family lives together.

Vision: Families should have access to active support and understanding.

Values: Trustworthy, Compassionate and Collaborative

We’re a small team with a desire to do more for the families we support.

**How we work**

Family Lives’ central team is based in our Hatfield office, but many staff work from home or flexibly. We have three helpline hubs across England and provide a wide range of community services in several different locations across the country.

**Purpose of post:**

To work as part of a multi-disciplinary Family Support team contributing to a safe and stimulating childcare and support experience for parents and carers. To undertake centre based activity to assist with play work as required and as directed by the mobile lead. To signpost families, where -relevant, to access the correct services to meet their needs and to narrow the gap in outcomes for the most vulnerable children. To also work closely with the home visiting service volunteers and parenting lead in delivering a joined up package of early support for families.

**Key responsibilities:**

1. To be responsible for the general care and observation of the children in childcare activities, taking action as necessary to ensure health and safety e.g. cleaning, maintaining equipment etc.
2. To support the functions of the children’s centre programme in activity programmes and play work to improve take up and outcomes for parents.
3. To maintain appropriate records, including registers, incident books, in accordance with established procedures
4. To assist in the planning and preparation of relevant sessions and to model good practice.
5. To be aware of and comply with relevant guidance and regulations in order to ensure the smooth running and safety of any sessions.
6. To provide imaginative and stimulating play opportunities for children using the service on a one to one or group basis.
7. To attend supervisory meetings, team meetings and training as required.
8. To help facilitate the children’s centre and parenting programme as required with trained facilitators or other professionals.
9. To report any requirements for new equipment. To report any incidents.
10. To work closely with the Family Lives’ Family Support team in supporting the needs of families and in providing a seamless service to families
11. To set up crèche facilities to support the group work programme in the Centres, contributing to the appropriate stimulation of children. This will include obtaining and maintaining appropriate resources for the crèche and setting up of play activities.
12. To work with other staff in the setting up groups for children and when advised to act as key-worker for some children. This will involve recording of information on files and liaising with parents if required.
13. Where requested, to give parents feedback on the observations made at children’s centre sessions and offer advice on aspects of parenting/play and support delivery of parenting sessions.
14. To liaise with other professionals and report any concerns or child protection issues that arise when carrying out these duties.
15. To work closely with volunteers in supporting activities/sessions and support their development.

**General duties and tasks**

* To carry out reasonable administrative tasks that fit within the scope of the role
* To attend team and general staff meetings.
* To personally prepare for and attend own 1:1’s and appraisals, undertaking personal work planning in liaison with Line Manager.
* To work within all policies, procedures and budgets set by Family Lives Trustees, including the equal opportunities policy.
* To act at all times in the best interest of Family Lives.
* To form effective working relationships with all staff members, volunteers and outside organisations as appropriate.
* To participate in the induction of new staff members, including organising an induction programme for local staff and volunteers.
* To work with line manager to identify own training needs and undertake such training.
* To carry out other related duties as may from time to time be required to fulfil the mission of the team and organisation.

**Standard Clauses**

* The post holder must at all times carry out their responsibilities with due regard to Family Lives’ Equal Opportunities Policy.
* The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
* This role will require satisfactory DBS clearance.
* The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
* The post holder must carry out their responsibilities with due regard to the non-smoking environment of all Family Lives offices.

The above Job Description is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post, the department, the team and Family Lives.

Job descriptions are reviewed on a regular basis to ensure they are an accurate representation of the post.

**PERSON SPECIFICATION**

 **Mobile Play Worker**

|  |  |
| --- | --- |
|  | **Essential**  |
| **Experience** | * Experience of safeguarding
* Experience of working in a team.
* Experience of developing innovative and creative solutions
* Experience of working directly with children and families in a social care or educational environment.
* Experience of working with multi racial groups.
* Experience of carrying out assessments of clients and their needs.Ability to work in non-discriminatory ways and promote the principles of managing equality and diversity.
* **A qualification related to Social Care, Child Care NVQ3 or Child Care NVQ2 working towards level 3**.
 |
| **Knowledge and Skills** | * Excellent communication skills both written and oral
* Excellent administrative skills
* Ability to quickly establish appropriate, productive and professional relationships with clients and workers from different agencies.
* Ability to be creative and innovative in providing services
* Ability to be responsive to the needs of the child and their parents
* Ability to organise and prioritise your own programme of work.
* Ability to work on your own initative
* Ability to demonstrate good attention to detail.
* Ability to manage a complex and varied workload
* Good IT skills (Word, email, data recording, Excel)
* Knowledge of a range of local statutory and voluntary agencies that work with families and parents
* Awareness of local recruitment organisations in the voluntary sector and the role of volunteers in community projects.
* Ability and commitment to using Family Lives recording and reporting procedures including the tracking of outcomes.
 |
| **General Attributes** | * Commitment to safeguarding vulnerable adults and children
* Not barred from working with vulnerable adults or children.
* Suitable to work with vulnerable adults and/or children
* Positive attitude to a hectic working environment where tasks and systems need to be developed and updated on a regular and ongoing basis
* An understanding of and commitment to equal opportunities and diversity
* Commitment to working for Family Lives and to the values, aims and objectives of Family Lives
 |