



Freephone Support Line: 0808 802 5555

Business Line: 01383 732289

Web: [www.fifewomensaid.org.uk](http://www.fifewomensaid.org.uk)

Email: [info@fifewomensaid.org.uk](mailto:info@fifewomensaid.org.uk)

## Children & Young People's Support Worker

2 part-time posts (19 hours per week) – until 31<sup>st</sup> March 2021

£22,464 - £25,128 per annum

Fife Women's Aid are looking for two part-time Children and Young People's Support Workers. The role provides practical and emotional support to children and young people with experience of domestic abuse. Candidates should have a good understanding of domestic abuse, have experience in providing direct support and have excellent communication skills.

The successful applicant will have at least SVQ Level III or equivalent level of qualification in childcare or other relevant subject, or equivalent experience and willingness to work towards a qualification.

The successful applicant will be able to demonstrate a high degree of self-motivation and have the ability to work as part of a team. They will also have a passion for improving the lives of women and children who have experienced abuse.

Fife Women's Aid is a feminist organisation and strives to be a supportive and empowering employer offering competitive terms and conditions.

Membership of Protection of Vulnerable Groups (PVG) Scheme is a requirement for this post.

If you would like further information about the post, please contact Keri Duffy, Team Senior on 07714609374.

For further information about the role and to make an application, please visit [www.fifewomensaid.org.uk/about-fwa/vacancies/](http://www.fifewomensaid.org.uk/about-fwa/vacancies/).

Closing date: **5pm on Tuesday 18<sup>th</sup> August 2020**

Interviews will be held: **Wednesday 26<sup>th</sup> August 2020**

**Only women are eligible to apply for this post due to Genuine Occupational Requirement (Schedule 9; Equality Act 2010). Fife Women's Aid welcomes applications from women from all sectors of the community.**



Dear Applicant

Thank you for your interest in the post of:

**Children & Young People's Support Worker**

This pack contains the following items to enable you to make application for the above post. Please mark clearly on the form which post you are applying for.

Please ensure that you read the guidance notes fully before completing your application.

- job details (job profile, person specification, outline terms and conditions)
- application form
- guidance notes on completing the application
- equal opportunities form
- declaration of criminal convictions

Please note, all applications and relevant recruitment documents will be held confidentially and destroyed after 6 months, apart from documents relating to the successful applicant. If you would rather we did not store your details please inform us. Our Privacy Statement is available on our website <http://www.fifewomensaid.org.uk/privacyhttp://www.fifewomensaid.org.uk/privacy-notice/notice/>

**The closing date for applications is 5pm on Tuesday 18<sup>th</sup> August 2020**

**Interviews will be held on Wednesday 26<sup>th</sup> August 2020**

We thank you for your interest in our work with women, children and young people who have experienced domestic abuse.

Yours sincerely

*Kate McCormack*

Kate McCormack

Manager

## JOB DESCRIPTION

|                                 |   |
|---------------------------------|---|
| <b>Job Title:</b>               | Children & Young People's Support Worker                                  |
| <b>Contracted Hours of Work</b> | 19 hours per week (fixed term contract until 31 <sup>st</sup> March 2021) |
| <b>Salary:</b>                  | £22,464 - £25,128 per annum (pro-rata)                                    |

**Job purpose** The purpose of this post is to provide women's support services for Fife Women's Aid which provides services to women, children and young people who have experienced domestic abuse. Contribute as a Team Member to meeting the aims and objectives of Fife Women's Aid.

**Reporting to** Team Senior.

### Key activities

1. Provide emotional, practical support and information to children & young people who have experience of domestic abuse. This includes:
  - Acting as a key worker assessing and delivering individual and person centred support. This includes initial contact to explore needs, risk assessment, and referral to other services and external agencies as appropriate. Participating in the planning, delivery and evaluation of individual support and reviews offered to children and young people in refuge or on a follow-on or outreach basis.
  - Working with a wide range of children and young people who are at varying age and stage and may have complex needs, providing a quality service that meets legal requirements and FWA standards and policies.
  - Assisting with refuge admissions, admitting women and children to refuge and providing emotional and practical support
  - Participating in the planning, delivery and evaluation of group work offered to children and young people who are in refuge, or on follow on or outreach support services. Assist the Team Senior to plan, run and evaluate group work programmes for C&YP, and their mothers/carers. Participate in the development and delivery of quality and age appropriate play/recreational opportunities for children and young people who use the Fife Women's Aid CYP Support Services.
  - Preparing relevant reports for child protection conferences, Children's Hearings, court proceedings, LAC reviews, wellbeing meetings, etc. as required.
2. Ensure that child protection policies and procedures are followed at all times, and that child protection issues are dealt with timeously and appropriately, and records are kept up-to-date. To be clear about roles, responsibilities and accountability with regards to child protection, working

in a way that reflects the values and aims of FWA, whilst following the guidelines and procedures in accordance with GIRFEC (Getting it Right for Every Child).

3. Assist in maintaining up-to-date information on legislative, local and national developments which affect children and young people who have experienced domestic abuse. Work within the policies, standards and procedures required by the law, FWA or funders. Keep up to date with changes in legislation and working practices and ensure national care standards and SSSC requirements are met at all times.
4. Assist in developing and maintaining service information, service user packs and participating in service user involvement opportunities.
5. Work collaboratively with all other Fife Women's Aid workers to ensure the smooth running of the service and provision of integrated family support.
6. Liaise with external agencies in relation to children & young people's support needs. Work in partnership with children's services providers to maximise the support and services available to children and young people in the areas of health, education, social work, and encourage access to Fife Women's Aid CYP Support Services. Promote the work of Fife Women's Aid and the rights and needs of children and young people who experience domestic abuse with other service providers and policy makers. Advocate on behalf of children to other agencies and services, as required.
7. Contribute to the monitoring and evaluation of Fife Women's Aid services. Provide quantitative and qualitative information on support and related issues regularly. Produce written reports, as required. Perform administrative tasks in a timely way to ensure a seamless service.
8. Contribute to maintaining and developing a positive, supportive and integrated service for all service users of Fife Women's Aid and maintaining good public relations out with the organisation. Work collaboratively with Scottish Women's Aid and take part in local/ national preventative, educational and multi-agency work.
9. Support your manager and colleagues in achieving team and FWA objectives, regularly attending team/ other relevant meetings. Work collaboratively, assisting colleagues as appropriate.
10. Take a proactive role in promoting equality and anti-discriminatory practice throughout all aspects of the work.
11. Perform other duties as reasonably required by the Team Seniors, Operational Lead or Manager and show commitment to ongoing personal development.

## PERSON SPECIFICATION

| Qualifications, training and relevant experience  | Essential | Desirable |
|---|-----------|-----------|
| At least SVQ Level III or equivalent level of qualification in housing support or other relevant subject OR equivalent experience and willingness to work towards qualification, preferably with at least 2 years' experience working in an environment requiring similar knowledge and skills. | E         |           |
| This post holder must become registered by SSSC.  | E         |           |
| Competencies  | Essential | Desirable |
| Knowledge of children & young people's experience of Domestic Abuse   | E         |           |
| Knowledge of Child Protection   | E         |           |
| Understanding of trauma informed approaches   | E         |           |
| Good communication and direct support skills  | E         |           |
| Evidence of ability to deal with the varying & complex needs of children & young people   | E         |           |
| Good organisational & IT skills appropriate to level and type of job  | E         |           |
| Ability to prioritise, work on own initiative and within teams towards achieving objectives   | E         |           |
| Personal qualities  | Essential | Desirable |
| Committed, sensitive, effective, co-operative   | E         |           |
| Demonstrate a positive, person-focused and team-working approach to work  | E         |           |
| Willingness to 'opt in' to on-call rota to support our 24 hour service  |           | D         |
| Special requirements  | Essential | Desirable |
| Commitment to equal opportunities and anti-discriminatory practice  | E         |           |
| Able to work flexibly and to do occasional evening and weekend work   | E         |           |
| Ability to travel within and out with Fife - full driving licence and access to own transport with business user motor insurance or otherwise able to travel, to collect and transport service users  | E         |           |
| Membership of PVG Scheme required   | E         |           |

Note: this job profile is intended as an outline of the responsibilities and qualities required for the post, and does not form part of terms and conditions of employment.

## **Organisational culture**

Fife Women's Aid is committed to providing a high standard of service to its service users and other stakeholders. The post holder must subscribe to the feminist analysis of domestic abuse, and share a commitment to achieving the aims and objectives of Fife Women's Aid.

These posts are open to women only (Equality Act 2010 Work Occupational Requirement Exception, Schedule 9 Paragraph 1). Fife Women's Aid welcomes applications from women from all sectors of the community