**Freephone Support Line for Children & Young People:** 0808 801 0422
**Freephone Support Line for Women**: 0808 802 5555
**Business Line**: 01383 732289
**Web:** www.fifewomensaid.org.uk
**Email:** info@fifewomensaid.org.uk

**Children, Young People and Family Support Worker (Ref:CYP121122)**

22.5 hours per week

£28,360-£31,655 per annum (pro rata, position on scale dependent on experience)

Fife Women's Aid are looking to recruit a full-time member of staff to provide advice, advocacy, support and services to children, young people and families who have experienced domestic abuse. Applicants should have experience of providing support in a relevant social care setting.

The successful applicants 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 motivation and have the ability to work as part of a team as well as flexible hours to suit the needs of families. An ability to cover on-call is an advantage (additional payments are made for this role).

Please join us for an online session to find out more about FWA children, young people and family support services.

This will be at **6.30pm on Thursday 10th December 2026**. Please confirm your attendance to info@fifewomensaid.org.uk and we will send you details of the zoom meeting. We hope to see you there.

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 Gill Birtley, Team Manager, at gill.birtley@fifewomensaid.org.uk

Applications must meet the person specification to be shortlisted.

Closing date: **4.30pm on Wednesday 6th January 2027**
Interviews will be held **Tuesday 19th January 2027**

**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.**

**Job Ref CYPF121122**

Dear Applicant,

Thank you for your interest in the post of: **Children, Young People & Family Support Worker**

This document provides information on the Job Description for the above role. Please mark clearly on the application form available on our website which post you are applying for.

Please ensure that you read the information in this document fully before completing your application.

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/privacynotice/

Closing date: **4.30pm on Wednesday 6th January 2027**
Interviews will be held **Tuesday 19th January 2027**

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
CEO

# Job Description

| **Job Title:** | Children, Young People and Family Support Worker |
|---|---|

**Job purpose:**

The purpose of this post is to provide advice, advocacy, support and services to children, young people and families who have experienced domestic abuse in accordance with the aims and objectives of the service and Fife Women's Aid.

**Reporting to:** Team Manager

**Key responsibilities:**

1. To undertake assessment, risk assessment, support planning, review and evaluation with children, young people and their families.

2. To work with children, young people and their families, on a one to one and group basis, using a range of creative and innovative interventions, to identify need and achieve positive outcomes.

3. To work in partnership with mothers/carers to empower them and enable them to achieve better outcomes for their children.

4. To support mothers/carers to develop parenting skills and self-esteem and confidence as well as build knowledge about the effects of trauma to support family recovery from domestic abuse.

5. To work with children and young people of different ages, stages and needs, including those with complex needs.

6. To support children and young people to develop communication skills, self-esteem and self-confidence as well as learn about the effects of trauma to support recovery from domestic abuse.

7. To provide a flexible service delivered at the time required by families.

8. To ensure that safeguarding, child protection and adult protection policies and procedures are followed at all times, and that protection issues are dealt with timeously and appropriately including records being kept up to date.

9. To be responsible for case note recording and maintaining of service information, ensuring administrative tasks are completed within timescales.

10. To prepare reports for child protection conferences, children's hearings, court proceedings, LAAC reviews, wellbeing meetings and other relevant forums as required

11. To assist with refuge admission, supporting women and children moving into refuge and providing support during their stay as well as further to moving into their own home.

12. To provide cover for FWA 24-hour support line for children and young people as well as support for FWA support line for women as required.

13. To work collaboratively with others to provide an integrated and effective service for children, young people and families.

14. To promote, monitor and maintain health, safety and security in the working environment.

15. To maintain up-to-date knowledge on legislation, policy, local and national developments affecting children, young people and women who have experienced domestic abuse.

16. To work within FWA policies and procedures as well as standards required by legislation, policy, funders and registered bodies, ensuring Health and Social Care Standards and SSSC requirements are met at all times.

17. To participate in service user involvement activities as well as service planning and development.

18. To contribute to service and organisational objectives.

19. To promote equality and anti-discriminatory practice.

20. To show commitment to ongoing personal development.

21. To perform other duties as reasonably required by the Team Managers or CEO.

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# Person Specification

| **Qualifications, training and relevant experience** | **Essential** | **Desirable** |
|---|---|---|
| At least SVQ Level III or equivalent level of qualification in health and social care or other relevant subject **OR** willingness to work towards qualification | **E** | |
| 2 years of experience in a social care setting (employed or voluntary) | | **D** |
| The post holder may be required to become registered by SSSC. | **E** | |
| **Competencies** | **Essential** | **Desirable** |
| Knowledge of children, young people and women's experience of domestic abuse | | **D** |
| Knowledge of child and adult protection | | **D** |
| Understanding of trauma informed approaches | | **D** |
| Good listening skills, written and verbal communication ability and direct support skills | **E** | |
| Evidence of ability to deal with the varying and complex needs of children and young people | | **D** |
| Good organisational & IT skills appropriate to level and type of job | **E** | |
| Ability to prioritise, work on own initiative and within a team to achieve objectives | **E** | |
| **Personal qualities** | **Essential** | **Desirable** |
| Demonstrate a positive, person-focused and team-working approach to practice | **E** | |
| **Special requirements** | **Essential** | **Desirable** |
| Commitment to equal opportunities and anti-discriminatory practice | **E** | |
| Able to work flexibly and to do evening and weekend work | **E** | |
| Ability to cover 24-hour support line if required | | **D** |
| Ability to travel within and out with Fife - full driving licence and access to own transport with business user motor insurance, to collect and transport service users | **E** | |

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|---|---|---|
| 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 postholder must practice from a trauma informed approach as well as 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.