



Thank you for applying for the post of Senior Family Support Worker.

In this pack you will find enclosed the job description, person specification, information on Ormiston Families, information on the Nurture Programme and other background material.

### ***Brave; Effective; Caring***

Ormiston Families supports children, young people and their families to manage the challenges they face and improve their life chances.

Our vision is that every child and young person is loved, nurtured and valued: anything less is not acceptable.

We deliver four core programmes to ensure the best possible outcomes for children, young people and their families throughout the East of England:

**The Engage Programme** improves educational outcomes and life chances for children and young people. We bridge the gap between home and school, aiding improved attendance, attainment and behaviour.

**The Nurture Programme** gives a helping hand to families during the early years of their child's life. We give parents the confidence to support every aspect of their child's development through a range of initiatives.

**The Unite Programme** works with prisoners and their families to minimise the impact of imprisonment on their children. Our services support the continued development of family relationships throughout the sentence, playing a critical role in reducing reoffending rates.

**The Connect Programme** works within local communities in a variety of settings to address individual needs and challenges. We pioneer the emotional, physical and social wellbeing of families.

Ormiston Families supports these core programmes with research and innovation to explore new ways of working and profit-making business activities to help finance our charitable work.

### **The Post**

We are seeking to appoint a Senior Family Support Worker for 25 hours per week on a fixed term basis until 31<sup>st</sup> March 2020.

We set high standards of family friendly employment policies with discretionary benefits. There is a standard 35 hour week in the organisation.

### **Salary**

Starting salary £20,868 pro rata per annum (Grade 6 point 22 rising to 27).

### **Probationary Period**

The post is subject to a probationary period of three months during which your progress will be monitored in accordance with agreed objectives.

**Environment/Location**

The post is based at Queen Street, March, Chatteris and Whittlesey Child and Family Centres, Cambridgeshire.

**Application Process**

Only applications using the Ormiston Families application form returned by 12:00 pm Monday 21<sup>st</sup> January 2019 will be considered. If you need any of the materials in a different format e.g. large print format do not hesitate to let us know.

Ormiston Families is an equal opportunities employer. We value diversity and welcome applications from all sections of the community. We ask individuals to complete a monitoring form to help us monitor the diversity of applicants. It will be separated from your application form and will not be seen by anyone involved in recruitment to this job.

If you are selected for interview from the information you provided in your application form, you will be advised of this following the closing date.

Please note: Only successful applicants will be contacted by Ormiston Families.



This post involves regular contact with children and vulnerable adults and is exempt from the provisions of the Rehabilitation of Offenders Act. You are required to declare any convictions, bind over orders and cautions, including any pending, even if they would otherwise be regarded as 'spent' under the Act.

An Enhanced with barred list checks disclosure from Disclosure and Barring Service will be required for the successful candidate. The disclosure of such information will not bar you from the post unless it is considered that the relevance and circumstances of offences renders you unsuitable for the post.

Ormiston encourages all candidates called for interview to provide details of their criminal record at an early stage in the application process. This information can be sent under separate, confidential cover to the Human Resources, Ormiston Families, Unit 17 The Drift Nacton Road, Ipswich, IP3 9QR . Ormiston Families guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

The post will be offered subject to satisfactory qualifications, references and a satisfactory declaration of health. The post will also be offered subject to the production of relevant documents as listed in the Immigration (Restriction on Employment) Order 2004.

The successful candidate will be asked to provide evidence of identity and qualifications.

*Applications will be considered and those shortlisted for interview will be informed. If you have not heard by the interview date we thank you in advance for your interest and ask you to assume that you have not been successful on this occasion.*

Closing date for completed applications: 12 noon, Monday 21<sup>st</sup> January 2019

Interview date for short listed candidates: TBC

**Please send completed application form to:**

Liz Tierney  
March and District Centre Manager  
Cavalry Drive  
March  
PE15 9EQ

Or email to: [liz.tierney@ormistonfamilies.org.uk](mailto:liz.tierney@ormistonfamilies.org.uk)



## Job Description

**Job Title:** Senior Family Support Worker  
**Service:** March, Chatteris and Whittlesey Children's Centres  
**Location:** March, Chatteris and Whittlesey  
**Grade:** 6

**Job Purpose:** To provide targeted individual and group interventions to children and families, at the service and outreach locations with a specific focus on the 0-19 age group.

### Main Tasks:

1. To plan, evaluate and lead delivery of interventions/activities through group and/or individual work, in order to achieve identified outcomes for children, young people and families.
2. To lead, undertake and/or oversee assessments of need identifying and agreeing outcomes for individual children, young people and families.
3. To provide support and information on a range of issues to children, young people and families.
4. To develop family plans in partnership with families that address the needs identified in assessment and that engage the family in the process of change.
5. To ensure that Family Plans reflect and utilise available community-based resources and services to achieve success and support sustainability of change.
6. To ensure all work is recorded in accordance with organisational policies, enabling clear oversight of interventions and decision-making.
7. To provide targeted group work and courses for parents and carers including evidenced based parenting programmes.
8. To work effectively with families requiring targeted support, either through the Early help allocation process or as part of a wider safeguarding plan.
9. To work effectively with professional networks around families and support practitioners within community based services to participate meaningfully within the TAF environment.



10. Through intervention, encourage independence and self-reliance, and the utilisation of community based services.
11. To act as a Lead Professional and where appropriate chair Team around the Family meetings on behalf of the network.
12. Support the smooth transition of families between interventions from community based services, Health services, District services and other specialist services, through involvement in handover arrangements as appropriate.
13. To provide supervision, to the employed and voluntary team as appropriate and to oversee the delivery undertaken by other practitioners for whom the post holder is responsible.
14. To represent Ormiston Families at a range of agreed external meetings and to work in partnership with other organisations.
15. To prepare reports as required on activities, children, young people and families for a range of purposes including reporting on identified outcomes.
16. To take the lead in pre agreed areas of work in the Assistant manager's absence as required.
17. To be a fully participating member of the team and to play a lead role in the delivery of the service plan in pre agreed areas of work.
18. To work within Ormiston Families mission and values and all Ormiston policies and procedures including Safeguarding, Equality and Diversity, Participation, Quality and Health and Safety. Comply with relevant external standards and Quality Marks.
19. To deliver work outside of normal office hours where required
20. To carry out any additional appropriate duties as instructed by the Centre Manager.

**Person Specification: (Senior Family Support Worker)**

<b>Criteria</b>	<b>Essential/Desirable</b>	<b>Measured by</b>
NVQ level 3 in a related subject or equivalent	Essential	Application form/interview
Knowledge of EYFS and outcomes for children under the age of 5	Essential	Application form/interview
Knowledge of child development and its influence on parent/child relationship in every stage of child's development with a specific focus on the 0-5 age group	Essential	Application form/interview
Knowledge of health services, with a particular focus on those supporting families with children between the age of 0-19	Essential	Application form/interview
Good knowledge and experience of working directly with children, young people and their families using an appropriate range of techniques	Essential	Application form/interview
Excellent communication skills, both written and verbal, with the ability to communicate effectively to a range of people	Essential	Application form/interview
Good knowledge and experience of evidence based practice	Essential	Application form/interview
Good knowledge and skills of using a range of assessment tools	Essential	Application form/interview
Good report writing skills	Essential	Application form/interview
Experience of record keeping and a good understanding of why records need to be kept	Essential	Application form/interview
Strong understanding of safeguarding, including knowledge and awareness of the signs of abuse and neglect in children and young people	Essential	Application form/interview
Basic knowledge of health and safety to include carrying out risk assessments	Essential	Application form/interview
Knowledge and direct experience of developing and maintaining effective relationships with parents	Essential	Application form/interview
Strong understanding of confidentiality and data protection	Essential	Application form/interview
Competent ability to use MS Excel, MS Word and Outlook	Essential	Application form/interview
Ability to work effectively under a certain degree of pressure. For example; Deadlines, interruptions	Essential	Application form/interview
Ability to manage own workload and work on own initiative within given guidelines and procedures	Essential	Application form/interview
Good understanding of equal opportunities and diversity	Essential	Application form/interview
Knowledge of other appropriate and relevant service provisions in the area	Essential	Application form/interview
Able to work flexibly to meet demands of the service including some evening and weekend	Essential	Application form/interview



working, if required. To work flexibly in responding to the needs of families as they emerge.		
Ability to travel locally and countywide	Essential	Application form/interview



## **Reward & Recognition**

Ormiston Families values are to be ***Brave, Effective, and Caring***. We aim to reflect these values in how we reward our dedicated team of staff and recognise exceptional people.

## **Competitive salaries**

Competitive salaries with annual cost of living increment where one is awarded.

## **Employee Training and Development**

Commitment to the professional and career development of its employees.

## **Work Life Balance**

High standards of flexible and family friendly employment policies; Ormiston Families is committed to ensuring employees maintain a good work life balance.

## ***Your Ormiston***

*Your Ormiston* is our benefits and communication hub; details of all our benefits housed in one location plus employees have access to a wide variety of shopping discounts.

## **Pension Scheme**

Group Personal Pension Scheme with up to 9% of gross salary employer contribution for any employee where they match the level of contribution.

## **Generous annual leave entitlement**

27 days annual leave plus additional leave for employees who have completed 3 years' service. (Part time employees receive a pro rata allowance according to the number of hours they work per week).

## **Occupational sick pay scheme**

Ormiston Families operates an occupational sick pay scheme in addition to statutory sick pay.

## **Group Life Assurance**

Ormiston Families provides a death in service benefit to all permanent employees.

## **Emotional Wellbeing Programme**

The programme offers support on a wide range of issues from health and wellbeing, to financial, legal and care issues.

## **Childcare vouchers**

A childcare voucher scheme open to all employees regardless of length of service.

## **Cycle to work scheme**

This is offered as a "salary sacrifice" which is deducted from monthly salaries.

All benefits are discretionary, therefore Ormiston Families have the right to change or amend benefits at any given time.



## **Recruitment of Ex-offenders Policy**

Ormiston Families complies fully with the Disclosure and Barring Service (DBS) Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

This policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.

Ormiston Families is committed to the fair treatment of its employees, potential employees and users of its services regardless of race, colour, nationality, ethnic or national origin, gender, marital status or caring responsibility, sexual identity, age, physical, sensory or learning disability, mental health, political opinion, religion or belief, class, HIV status, employment status or part-time status, offending behaviour unrelated to the post or trade union activities.

Ormiston Families actively promotes equality of opportunity for all and welcomes applications from a wide range of candidates, including those with criminal records. Ormiston Families selects all candidates for interview based on the criteria drawn up for the position.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, Ormiston Families encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. Ormiston Families requests that this information is sent under separate, confidential, cover to Human Resources and guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Ormiston Families to ask questions about a candidate's entire criminal record only questions about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 will be asked.

Ormiston Families will ensure that those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Ormiston Families will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Ormiston Families will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Ormiston Families will ensure that every subject of a DBS Disclosure is aware of the existence of the DBS Code of Practice and make a copy available on request.



Ormiston Families undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar any applicant from working with Ormiston. This will depend on the nature of the position and the circumstances and background of the offences.