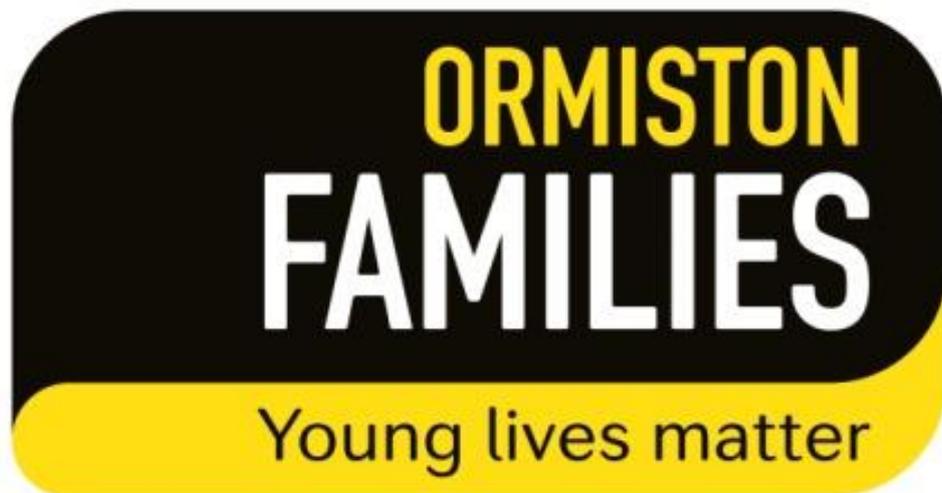


**Family Support Worker
Transforming Rehabilitation Team**



A message from our CEO, Allan Myatt



Dear Applicant,

Thank you for your interest in the post of Family Support Worker, Transforming Rehabilitation.

As an organisation, Ormiston Families has agreed that our strategy for the next 3 years is to enable children, young people and their families to feel safer, healthier and more resilient. We also recognise that we need to build the resilience of the organisation, so we are fit to meet the challenges ahead.

Over the next few months we will continue to develop the strategy identifying key objectives for the next 3 years and making necessary organisational and operational changes to enable us to deliver the strategy in the new financial year. We see the recruitment of this post as critical in helping us achieve these objectives.

I wish you the best of luck with your application.

Best regards,

Allan Myatt



Our vision

Safe, healthy, resilient families

Our mission

Enabling families in the east of England to build resilience and make choices to improve the life chances of their children

Our values

Collaborative



- Working together with families
- Building partnerships, communities and networks to support families
- Valuing each other to achieve results and improve everything we do

Compassionate



- Listening, so we can understand
- Treating people with respect
- Enabling, recognising and reinforcing achievements

Effective



- Evidencing the impact of our work with families
- Prevention and early intervention being at the heart of our work
- Building resilience to cope and recover from adversity

Ormiston Families is one of the leading charities working with children, young people and families in the East of England. Our organisational aim is to enable families in the East of England to build resilience, make choices and improve the life chances of their children. We can only achieve this with the people who choose to work for us.

About the Transforming Rehabilitation team

Ormiston Families Transforming Rehabilitation Service works with men and women who are supervised by a community rehabilitation company (CRC) or the National Probation Service (NPS) under a Community Order or Licence.

Ormiston's TR service provides a range of family support interventions on behalf of the three Sodexo CRCs in Essex, Norfolk & Suffolk and BeNCH (Bedfordshire, Northamptonshire, Cambridgeshire and Hertfordshire).

About the role

We are looking for an experienced individual that will support the Senior Family Support Worker to deliver an agreed programme of family support interventions to adult offenders.

About you

An excellent team player with high level communication skills. You will have a passion for supporting children, young people and families and provide them with an excellent client service. In return we can offer a range of attractive benefits and work/life balance.

We have 1 position available, this is part time for 21 hours per week; Starting salary £17,950 pa pro rata.

Probationary Period

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

Application Process

Applicants must send in a completed application form or CV with a detailed covering letter highlighting how they meet the job description; you must demonstrate that you hold the personal competencies required for the role and how you meet the relevant skills, knowledge and experience.

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.

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

Job Description:

Job Title: Family Support Worker

Service: Transforming Rehabilitation, Essex

Location: The post is based between the Essex Community Rehabilitation Company (ECRC) offices, in Harlow and Chelmsford.

Job purpose:

To support the Senior Practitioner to deliver an agreed programme of family support interventions across Essex.

Main Tasks:

- To support the Senior Practitioner in the delivery of a range of prescribed family support interventions across the CPA, including assessment, groupwork and one-to-one provision
- To support the Senior Practitioner in the recruitment of volunteers and the development and day-to-day running of a volunteer mentoring scheme
- To keep accurate and timely case recording and monitoring records to contribute to the safe and effective management of the service
- To contribute as required to Ormiston's service planning and review process in order to develop the ongoing quality of the service, taking into account the views of service users, funders and staff
- To actively attend and contribute to the key network/partnership groups for other TR providers within the CPA
- To attend briefings, conferences and training events as required, ensuring the relevant information is summarised and fed back effectively to stakeholders
- To work within Ormiston's vision, mission, values, policies and procedures in a way which is consistent with the organisation's strategic plan
- To comply with any relevant professional standards and quality marks
- To carry out any additional relevant duties as instructed by the Senior Practitioner



Person Specification

Relevant experience

- Experience of working within a small, single-focus service in a community setting
- Experience of working with volunteers
- Experience of the delivery of evidence-based parenting programmes
- Experience of delivering activities to meet the needs of children, families and young people, with good knowledge of effective direct intervention techniques and practice

Skills and Knowledge

- A qualification, and/or experience in Probation, criminal justice or family support setting
- Basic knowledge of Transforming Rehabilitation and other government policy around rehabilitation of offenders
- Good knowledge of safeguarding theory, policy and practice
- Good IT skills; Microsoft Word, Excel and Outlook
- Strong understanding of confidentiality and data protection
- Basic knowledge of health and safety legislation, including carrying out and monitoring risk assessments

Personal Competencies

- Good communication skills, both written and verbal, with the ability to communicate effectively to a range of people
- Willingness to Supportive team player with a can-do attitude to problem solving
- Workplace resilience
- Committed to inclusion and diversity
- Ability to manage own workload and work under pressure

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 hr@ormistonfamilies.org.uk 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, DBS if applicable, 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: 9am Monday 18th March 2019

Interview date for short listed candidates: tbc

Please send completed application form to:

Sarah Stone
Ormiston Families
Unit 17, The Drift
Nacton Road
Ipswich
IP3 9QR

Email: sarah.stone@ormistonfamilies.org.uk



Reward & Recognition

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.

The Hive

Our communication and benefits hub where employees and volunteers keep up to date with all organisation news, share information and ideas and have access to a wide variety of shopping discounts.

Wellbeing Centre

Accessed via *The Hive* Wellbeing Centre provides education, support and tools to help you live a healthier and happier life.

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.

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.

