Senior Practitioner

Mpower Norwich

A message from our CEO, Allan Myatt



Dear Applicant,

Thank you for your interest in the post of Senior Practitioner, Mpower.

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. We take early and preventative action to support families to be safe, healthy and resilient. All our services help people to build stronger networks, learn from experience and feel in control of their own wellbeing. We can only achieve this with the people who choose to work for us.

About the Mpower Service

The Mpower project is an early intervention service that provides one-to-one, intensive support to those who face recurring contact with services when a child has been taken into care.

About the role

To provide intensive one-to-one support and signposting to women who have had at least one child removed from their care; to plan, deliver and evaluate interventions to achieve identified outcomes; and to supervise the Mpower Norwich Practitioner.

About you

You must have good knowledge and experience of working directly with vulnerable adults. It is essential that you hold an NVQ level 3 or equivalent in a related subject or have demonstrable experience and are able to travel within the area.

We are recruiting a Senior Practitioner to cover the Norwich area. This is a part-time position of 30 hours per week; Starting salary £21,076 pro rata per annum.

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 online application form; 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: Senior Practitioner  
Service: Mpower   
Location: Norwich

Job purpose:

To provide intensive one-to-one support and signposting to women who have had at least one child removed from their care; to plan, deliver and evaluate interventions to achieve identified outcomes; and to supervise the Mpower Norwich Practitioner.

Main Tasks:

* To develop highly supportive relationships with vulnerable women, sometimes for extended periods of time, exercising excellent judgement on professional boundaries and the limits surrounding the support you can offer.
* To undertake sensitive assessments of need with vulnerable women in order to identify and agree outcomes.
* To plan, deliver and evaluate the delivery of interventions with vulnerable women through group or individual work in order to achieve set outcomes.
* To provide vulnerable women with support, information and effective signposting on a range of issues, including substance misuse, domestic abuse, mental ill-health, adverse childhood experiences and learning disability.
* To keep factual and accurate records in line with Ormiston’s processes and funder requirements.
* To provide supervision to the Mpower Norwich Practitioner, including running one-to-one meetings, overseeing case management and ensuring they also perform the tasks in points 1-5 (above).
* To build the Mpower Norwich network of referral partners and collaborative partners by attending a range of meetings and events, giving presentations, networking, and conducting research.
* To input into reports as requested, including for funding reports, internal monitoring and service development.
* To deputise for the Service Manager on Mpower Norwich in their absence.
* To support Ormiston’s lead volunteer co-coordinator to recruit volunteers for Mpower Norwich, taking on management of any volunteers who are recruited.
* To take the lead in agreed areas of work as set by the Operations Manager/Operations Director.
* To be a fully participating member of the team and to play a lead role in the delivery of the service plan in agreed areas of work.
* To work within Ormiston’s mission and values and all Ormiston policies and procedures including Safeguarding, Equality and Diversity, and Health and Safety, and to comply with external standards and quality marks where relevant.
* Any other responsibilities that arise, commensurate with the position.

Person Specification

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| --- | --- | --- |
| Criteria | Essential/Desirable | Measured by |
| NVQ level 3 or above in a related subject or significant relevant experience | Essential | Application form/interview |
| Excellent experience and understanding of providing support to vulnerable people, particularly those affected by domestic abuse, mental ill-health, learning disability, or adverse childhood experiences | Essential | Application form/interview |
| Able to develop healthy, supportive relationships with service users within professional boundaries | Essential | Application form/interview |
| Excellent communication skills, with an emphasis on engaging with people with varied intellectual and emotional capacity, and treating people with dignity and sensitivity | Essential | Application form/interview |
| Able and confident to manage own workload, work on own initiative and work alone | Essential | Application form/interview |
| Experience of successfully using assessment tools to understand people’s needs and evidence change | Essential | Application form/interview |
| Willing and able to think about services critically in order to identify opportunities to improve | Essential | Application form/interview |
| Good understanding of staff supervision, particularly around case management, safeguarding and staff safety | Essential | Application form/interview |
| Experience of developing contact networks and collaborating with other organisations and practitioners | Desirable | Application form/interview |
| Strong local contact network in relevant sectors, including charitable, mental health, learning disability and/or children’s services | Desirable | Application form/interview |
| Good understanding of following internal and statutory safeguarding procedures | Essential | Application form/interview |
| Good understanding of the importance of confidentiality and data protection | Essential | Application form/interview |
| Good understanding of health and safety, particularly around lone working, risk assessment and risk management | Essential | Application form/interview |
| Competent use of MS Excel, MS Word and Outlook, particularly for case management and database maintenance | Essential | Application form/interview |
| Good understanding of equal opportunities and diversity | Essential | Application form/interview |
| Able to travel independently within the county, with access to own vehicle | Essential | Application form/interview |

*NB: Please ensure that you demonstrate the above in your application and at interview*

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 Human Resources. Ormiston Families guarantees that this information will only been 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, Friday 8th November 2019**

Interview date for shortlisted candidates: **Monday 18th November 2019**

Email: [christian.iszchak@ormistonfamilies.org.uk](mailto:christian.iszchak@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.