

Job Title: Family Mentor (Maternity Cover) – Community Family Support Programme

Hours: 37.5 per week

Location: Mid Ulster

Term: Maternity cover (3months with possibility of extension)

Salary: £22k per annum (increasing to £23k on successful completion of probation period)

Company Background

Network Personnel specialises in the delivery of back to work and employability initiatives. As a result of continued growth, they wish to appoint a suitably experienced and qualified Family Mentor for their Community Family Support Programme (CFSP). The CFSP is part funded by the European Social Fund and Department for Economy.

Job Purpose

Working in partnership with the Career Mentor, providing a holistic support package, addressing the health, social and employability needs of participants (and their families). The Family Mentor will report directly to CFSP regional co-ordinator.

Core Duties and Responsibilities:

- Work directly with participants and their families (often as lone-worker, in their homes and/or community)
- Carry out detailed holistic assessments of the needs/issues affecting individual participants and their families
- Create, agree and implement a Health & Social support plan outlining proposed interventions
- Provide 1-to-1 support and interventions with health & social issues as well as education, employment & training needs
- Effectively manage a caseload of participants providing professional advice to them and their families
- Be a reliable and professional advocate for participants, signposting to specialist support services, as/when required
- Work in conjunction with CFSP Career Mentors and Progression Officer to ensure that optimal outcomes are achieved
- Carry out dynamic risk assessments, taking actions to manage risk (in conjunction with CFSP Co-ordinator)
- Continuously market and promote the CFSP to ensure recruitment of participants to meet DfE/ESF targets
- Participate in case reviews and team meetings -contributing to the achievement of the programme/company objective
- Undertake ongoing evaluation of outcomes and impacts
- Deliver/facilitate programmes / workshops based on identified need to groups/families (eg parenting, resilience, online safety)
- Adhere to and uphold Network Personnel's Code of Conduct, policies, procedures and values at all times.

*A full and detailed job description will be issued to the successful candidate

Family Mentor – Essential Criteria	
Qualifications	<ul style="list-style-type: none"> • Level 3 qualification (or equivalent) in Health/Social Care, Family Support, Youth Work, Social Work or other relevant discipline plus • 4 GCSE's (or equivalent) at grade C or above to include English
Experience	<ul style="list-style-type: none"> • Experience of designing and delivering holistic needs-led support to individuals/families in the area of health and social issues and/or education, employment and training. This includes assessing need, developing action plans and ensuring actions are implemented and reviewed on a regular basis • Experience of working to and understanding Child Protection and Adult Safeguarding policy, procedures and legislation • A demonstrable track record of consistently having met and exceeded targets over a reasonable period of time • Experience of carrying out home visits or lone working
Job related Knowledge	<ul style="list-style-type: none"> • Strong knowledge and ability to use IT packages including Microsoft Office, Word, Excel and Outlook
Skills and Competencies	<ul style="list-style-type: none"> • Ability to coach, mentor & develop others • Excellent written communication skills
Other requirements	<ul style="list-style-type: none"> • Full driving licence and access to a vehicle for work purposes or ability to demonstrate alternative method of being able to fulfill any travel related duties of the role.

Applications Procedure

To apply for this role, please submit your CV along with fully completed Applicant Declaration to niamh.jones@networkpersonnel.org.uk
- Closing date for receipt of applications is **Friday 24th January 2020 @ 12noon**

Candidates must demonstrate that they have met the essential criteria within each area. Incomplete applications shall not be accepted and failure to demonstrate meeting the essential criteria will result in the application being unsuccessful at the shortlisting stage. We reserve the right to enhance the short listing criteria where and when this is deemed necessary. All successful candidates will be subject to a Access NI Check and suitable references and where there is a requirement to drive their own vehicle for work purposes evidence of their vehicle being insured for work purposes will be required.

Network Personnel is part of the Workspace Group, a social enterprise based in Mid Ulster.