

**ABBEY Sure Start**

**Trainee Family Support Worker TFSW/M03**

**Post:** Trainee Family Support Worker

**Hours:**  25hrs per week

**Hourly Rate:** £9.50

**Responsible to:** Project Manager

**Reporting to:** Family Support Manager

**JOB DESCRIPTION**

The role of a Trainee family support worker is to befriend and provide emotional and practical support to parents of pre-school children, living within the defined ABBEY Sure Start area, in their role as carers and primary educators of their children and to encourage the parents to become involved in community activities and personal development.

The role has been designed to allow staff to develop the necessary skills required for a Family Support Worker role.

The trainee family support worker will provide support through co-facilitation of groups for families, with a potential transition to home visiting.

**PRINCIPLE DUTIES**

1. To undertake a comprehensive, planned developmental programme to include training, mentoring and co-facilitation to develop and enhance skill base.
2. To support parents to understand their role in enhancing their child’s development.
3. To provide information to individuals or groups, in an accessible and user friendly way.
4. To promote all ABBEY Sure Start services to families within your area.
5. To encourage parents to engage in personal development and other ABBEY Sure Start programmes.
6. To refer parents to appropriate relevant statutory and voluntary agencies if required.
7. To develop close working relationships with the local community, voluntary and statutory services.
8. When required, to carry out planned registration visits to families.
9. To undertake necessary induction and ongoing training as deemed necessary by the project management, in order to operate in a safe and efficient environment.
10. To resource appropriate materials for use with families.
11. To work closely as a member of the ABBEY Sure Start team and where appropriate to support all partner agencies.
12. In consultation with your line manager, maintain ongoing evaluation and reviews of service provision.
13. To maintain accurate records detailing all contact with families, as required.
14. To maintain a personal diary of all work related activities and record accurate details of travel during working hours.
15. To assist in the provision of crèche facilities as required.
16. To ensure all services are operated in line with ABBEY Sure Start monitoring and evaluation systems
17. To carry out any other duties as deemed necessary by the Project Manager.

PERSON SPECIFICATION

**Essential Criteria**

**Qualifications and experience**

* QCF Level 3 in a subject relevant to the post.
* An understanding of the importance of the provision of programmes within a community/family centred environment for Sure Start.
* Hold a valid driving licence and have access to a car

**Knowledge and understanding**

* Knowledge and understanding of community development
* Knowledge and understanding of child development
* To be aware of and understand Child Protection guidelines.
* An understanding of the issues effecting families.

**Skills and abilities**

* Effective presentation skills.
* Ability to develop positive relationships with families.
* Good listening and communication skills.
* Ability to support families across a range of issues.
* It is essential that the person meets the travel requirements of this post. It will involve travelling within the ABBEY Sure Start area and beyond.
* Willingness to undertake further training to enable the delivery of programmes to families.
* Commitment to developing a range of skills essential to the family support worker role.

**Desirable Criteria**

* Good working knowledge of IT.

**Please note that ABBEY Sure Start operates a “No Smoking Policy” and all employees must comply with this.**

ABBEY Sure Start is an Equal Opportunities employer. It is expected that all employees adhere to ABBEY Sure Start Equal Opportunities policy throughout the duration of your employment.

# *The duties and responsibilities outlined in this job description are not meant to be definitive nor restrictive and may be modified to meet changing needs. It should be noted therefore that duties, designation and location of the post might be subject to change in the future to meet the changing requirements of the service*