



Working to reduce crime and its impact on people and communities

Job Description: **Children and Family Services Project Worker**

JOB TITLE: Children and Family Services Project Worker (21 hrs Maternity Cover)
RESPONSIBLE TO: Senior Practitioner (Children and Family Services)
REF: PTFSH/C&F/May25

The Organisation

Who We Are & What We Do

Our vision
A society in which the needs and rights of all people are equally respected and protected.

Our mission statement
Working to reduce crime and its impact on people and communities.

Our values

- Justice**
We treat everyone fairly, believing everyone has rights and responsibilities.
- Dignity**
We respect and value everyone in society.
- Compassion**
We listen and act without judgement.
- Integrity**
We are honest and accountable for all aspects of our work.
- Inclusion**
We accept all people, believing everyone has a right to belong.
- Courage**
We are brave and challenge when we need to.

NIACRO are accredited Investors In People organisation, at Gold Level. We also hold Investing In Volunteering and Investing in Children Awards and Cyber Essentials Plus.



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The Post

Children and Family services

Niacro's Children and Family services team provide a suite of interventions within the Southern Health and Social Care Trust locality, supporting families to access appropriate services at the earliest stage. **The Family Support HUB offers** initial support and triage to families. Family referrals are presented at a hub meeting, made up of voluntary, community and statutory organisations matching requests for family support to appropriate services. Niacro hosts the Craigavon & Banbridge area Family Support Hub (responsible for accepting referrals and coordinating responses to referrers and families). Another service NIACRO offers within the Southern Trust is EISS – **Early Intervention Support Service**. This service offers short term support to families with children aged 0-18 years who have additional needs or are facing challenges that are difficult to overcome. Both services work hand in hand and are primarily focused on families within the Craigavon and Banbridge locality area.

As a Children and Family Services Project worker, the post holder will help ensure families receive support at the earliest stage, working closely with the members of the FSH to review and agree next steps. The post holder will provide direct outreach support and interventions to children and families who need support as well as signposting onwards as required.

Remuneration and Benefits

Job Title	Children and Family Services (Project Worker)
Accountable to	Senior Practitioner – Children and Families
Salary	Grade 4 (£31,067 FTE) pro rata part-time
Hours	21 hours per week.
Duration	Maternity cover initially to March 2026 with possible extension
Location	26 Carleton Street Portadown. NIACRO operate a Hybrid Working Policy to include working from home (3 days office based, and 2 days working from home for FTE employees) in agreement with line management.



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Trade Union:	Employees are encouraged to join the Trade Union recognised for the purposes of collective bargaining, which is the Northern Ireland Public Service Alliance (NIPSA)
Pension:	NIACRO operates a Group Personal Pension Scheme. NIACRO typically pays in 9% with employees paying in 8%, A Death in service benefit is also in place.
Annual Leave:	25 days per year plus statutory holidays (increasing to 28 days after 5 full years' service; up to a maximum of 30 days).
Travel:	Travel expenses at NIACRO's current rate will be payable for mileage undertaken in connection with work.
Access NI:	This post requires a check to be carried out under the requirements of ACCESS NI enhanced disclosure. This full criminal records check will show spent and unspent convictions, cautions, cases pending or any other relevant information.

Key Responsibilities

1. To work with families on a one-to-one basis using a variety of interventions to identify needs and achieve positive outcomes.
2. Work in partnership with parents/carers to empower them to achieve better outcomes for their children.
3. Complete comprehensive assessments of family's needs using a strengths-based approach to identify and plan the support required.
4. Ensure the timely and effective actioning of the administrative duties associated with our Children and Family service projects.
5. Use of a range of applications and databases, to contribute to demonstrating outcomes and prior/post meeting/intervention developments.
6. To manage a caseload and work directly with young people and their families; tailoring interventions and supports and providing signposting when needed.
7. Remain up to date with local services to support with signposting and referral pathways for children and families.



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8. Follow up on HUB recommendations as required e.g. onward referrals, liaison with parenting programmes; practical support; mentor and motivate families to understand the benefit of relevant activities.
9. To assist in the promotion of Niacro support services – with families, communities and professional groups.
10. Manage your own workload, administration and diary commitments, maintain records, including reports of all interactions.
11. Report directly to the Senior Practitioner, exchanging information in relation to practice
12. Keep up to date with current relevant legislation (including confidentiality, safeguarding. Equality and diversity), and appropriate regional strategies which underpin/inform early intervention
13. Adhere to professional practice standards and legislation including confidentiality, safeguarding, equality, diversity, and inclusion of policies

The postholder will, from time to time, be required to undertake any other reasonable duties which may be requested by the line manager including co-working with relevant projects; they will be required to be flexible and, where appropriate, provide cover during periods of staff absences to ensure continuous service delivery.

TRAINING

NIACRO is committed to the continuous development of all its employees. The postholder will participate in all relevant training and development initiatives and policy framework including GDPR and Confidentiality that are identified as required by the line manager. The postholder will attend in-house and external training sessions, conference, and seminars to maintain knowledge and skills.

Person Specification

For each of the essential criteria, candidates are expected to evidence how they meet the specific requirements. The panel cannot draw inferences from the material supplied so clear evidence must be stated if the candidate is to be deemed to have met the essential criteria.



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Essential Criteria

- A certificate level qualification in a relevant discipline (minimum NVQ level 4 or equivalent). For example, Health & Social Care, Criminal Justice, Youth and Community. <https://www.nidirect.gov.uk/articles/qualifications-what-different-levels-mean#toc-1>
- A minimum of two years experience working directly with children and families
- Excellent interpersonal, communication and listening skills.
- Experience of partnership working.
- Understanding of and ability to apply safeguarding and child protection procedures.
- Excellent computer efficiency to carry out the duties of role including use of Microsoft applications on a daily work basis (Including Word, PowerPoint, Excel and outlook)
- An ability to maintain accurate and concise notes and records.
- A valid driving license and access to a car to carry out the duties of the post.
(Consideration will be given to candidates, who because of a disability, cannot hold a driving license but must have access to a mode of transport that allows them to fulfil the duties of the post)

Desirable

- Experience of using the Solihull / Motivational interviewing or brief solution focused approaches
- Experience of working with young people assessed/ awaiting assessment via CAMHS or Community Paediatrics

Closing date for receipt of applications: **16th May 2025**

Interviews will be held: **Week Beginning 26th May 2025**



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Statement of non-discrimination

NIACRO is committed to equality of opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the role". Any disclosure will be considered in the context of the job description, the nature of the offence and the responsibility for the care of others.

Further information on Access NI and a copy of NIACRO's Handling and Assessing Criminal Convictions Policy can be accessed [here](#). If you need to discuss this further, please contact us on 02890320157.

NIACRO is an Equal Opportunities Employer