



Family Support and Children Development Worker

Salary: £9.50 per hour

Hours: 6h x 5 days a week

Contract period: 6 months from 2 February 2015 to 31 July 2014

Based at: Gostin Building, 32-36 Hanover Street, Liverpool L1 4LN

Directly responsible to: Project Coordinator

Holidays: 14 days during the 6 months contract

Working conditions: The post will involve flexible working hours and require working some evenings or weekends.

Job purpose

This is a post that has been developed based on previous experience of similar project delivered by Merseyside Polonia in 2013/14. The aim is to create coordinated approach towards working with families and children from the Polish background in Liverpool. The main purpose is to establish new partnerships with the organisations that provide family support, set up new activities to support children's development and raise awareness of the needs of the Polish community among the educational staff. The project will involve working as well with other minorities and local community. The post will be funded through a grant from BBC Children in Need and Liverpool City Council.

About Merseyside Polonia

Merseyside Polonia is a charitable organisation registered in 2009 and aiming to develop positive relations between the Polish Community and local residents. The organisation works with local services to help with engagement and integration of the new communities. Merseyside Polonia delivers many events to raise aspirations and increase understanding between the new and local residents inspired by art, culture and history.

Job Description

Family Support and Children Development Worker

1. To develop and maintain good working relations with the partner organisations.
2. To develop work program for the length of the project.
3. To provide a safe, creative and appropriate play opportunities including preparing activities, organisation programmes and arranging resources.
4. To establish and maintain effective working relationship with service users and their families and where necessary to encourage and promote involvement to achieve positive outcomes
5. To signpost and organise opportunities for the parents to access ESOL provision, welfare advice and information sessions.
6. To develop and deliver presentations to improve understanding of cultural differences of children and families of the Polish background and local provision regarding children support and education.
7. To consult within the community to assess current needs and identify future opportunities.
8. To consult with the children and involve them in the planning of activities.
9. Ensure that activities are carried out in a safe and responsible manner in accordance with Safeguarding Children Policy.
10. To be responsible for the Health and Safety standards appropriate for the needs of the children.
11. To ensure that all activities are carried out within an equal opportunities framework and according to Merseyside Polonia policies and procedures.
12. To report and communicate systematically the development of the project to the line manager
13. To establish and collect monitoring information for the project.
14. To work cooperatively as part of a team, participate in team meetings and events.
15. To recruit and coordinatate team of volunteers, provide safeguarding tranning as necessary.
16. To coordinate promotion and marketing of the project and individual events.

Please note: As the position is new to the organisation, duties and responsibilities of the post are a subject to review after 1 month.

Person Specification

Category	Requirements		Assessment method
Qualifications	Minimum 4 GCSE's including English and Polish language at Grade C or equivalent. Childcare qualification or a willingness to work towards an NVQ in Playwork Other qualifications relevant to the post	E E A	Application Certificates
Experience	Experience (paid or voluntary) of working with children Experience of working as part of a team Experience in events planning and project management Organising workshops, meetings and presentations	E E E E	Application Interview
Knowledge and Skills	Knowledge of Polish culture as well as awareness of issues related to the Polish community in the UK Good understanding of the Early Years and educational provision Ability to organise children focused activities Understanding of Safeguarding Children requirements Excellent interpersonal skills and able to interact and create good working relationships with people including work colleagues as well as external partners Excellent written and verbal communication skills with the ability to inform, present and negotiate with tact and diplomacy in both Polish and English	E E E E E E	Application Interview

Family Support and Children Development Worker

	<p>Excellent time management skills, with the ability to plan and organise work effectively to meet appropriate deadlines</p> <p>Ability to assimilate and apply information quickly to solve problems</p> <p>Ability to work with and provide training or information on safeguarding issues</p> <p>Ability to communicate with a diverse range of people</p> <p>Computer literate with a comprehensive working knowledge of Microsoft Office</p> <p>Full Clean UK Driving Licence</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	
Personal Qualities	<p>Ability to relate easily to adults and children</p> <p>Be highly flexible, self-motivated and results driven</p> <p>Flexible approach and an ability to work with others</p> <p>Demonstrable commitment to and understanding of safeguarding children, equality and diversity, cohesion and social inclusion</p> <p>Commitment to continuous professional development (in relation to staff as well as the post holder)</p> <p>Ability to engage and manage a team of volunteers and provide induction, training</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>Application Interview</p>
Other	<p>Able to work evenings, weekends and bank holidays</p> <p>Any offer of employment will be conditional on a satisfactory Disclosure and Barring Service check (DBS)</p>	<p>E</p> <p>E</p>	<p>Application Interview</p>

E – Essential

D – Desirable

A – Advantageous