

Want to *really* make a difference?



- Passionate about helping families?
- Understand the power of early intervention?
- Looking to return to work now children are back to school?
- Finding your current role lacking in the flexibility you need to manage your other commitments?

This is your **chance to be part of a highly respected and trusted community-based charity that has been providing exceptional support to families for 23+ years.**

We are seeking an **exceptional part-time Project Worker** to join our amazing team working with families in North Cambridge, focusing on areas such as developing parenting skills, increasing self-esteem, and reducing isolation

You will

- support the running of existing groups and the setting up of fresh outreach initiatives, including groups, courses, and activities
- help coordinate specific projects, such as our summer trips and Christmas activities
- deliver practical help to families, including emergency response needs (food, fuel, and other essentials) and individual grant applications
- work alongside our family workers, supporting them to hold a caseload of families who may have complex needs.

Our primary aim is to work in partnership with families experiencing challenging situations/circumstances, in their homes, in school, and in the wider community, to **achieve positive outcomes for the whole family.**

Part-time, hours to be agreed – but we embrace flexible working

Minimum 18 hours, including some core hours to support running of groups)

Salary dependent on experience, but in the region of £18,500-£20,000 (pro-rata)

Please see following job description and person specification for further details, including the qualifications, knowledge, skills, and experience required.

Interested? [Download the application form](#), and send it with a covering letter outlining why you would like to be considered for the role to sarah.crick@redhenproject.org

Deadline for applications: Monday 21st September 2021

For an informal chat about the role, contact Rachel Bennett on 07816 444 439

The Red Hen Project is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are conditional and subject to an enhanced DBS check.

Red Hen - Values, Attributes & Approaches

What does it take? Do you tick these boxes?

Supportive	Caring	Understanding	Encouraging
Non-judgemental	Trustworthy	Independent	Approachable
Helpful	A good listener	Has had life experience	Motivated
Knowledgeable	Part of the community	Honest	Put children & young people first
Enabling	Positive	Assertive	Lived experience
Well-trained	Kind	Respectful	Proactive
Friendly	Good local knowledge	Empowering	Common sense

As part of a recent external review of the Project, our families and partner organisations gave the following replies when asked to consider the elements that make a good Family Worker. These equally apply to our new Project Worker role.

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PROJECT WORKER JOB DESCRIPTION

JOB TITLE: Project Worker

HOURS: Part-time, flexible – some core hours for running groups

TERMS: Fixed term contract for seven months, longer subject to funding (or self-employed)

KEY REQUIREMENT: Full drivers' license and access to a car

SALARY: Dependent on experience, but in the region of £18,500-£20,000 (pro-rata)

JOB PURPOSE:

- To engage with families and achieve the objectives of the Project, focusing on areas such as parenting, self-esteem, and reducing isolation
- To deliver practical help to families, including emergency response needs (food, fuel, and other essentials) and individual grant applications
- To support the setup and running of existing and fresh outreach initiatives, including courses and activities to engage families and reduce social isolation
- To work in partnership with colleagues and other relevant agencies and organisations and assist families in accessing, building, and maintaining effective relationships with them to facilitate community cohesion
- To identify difficulties at an early stage, signposting to Red Hen family workers and other appropriate services as needed and linking families to more specialised help and support when necessary
- To support the Project's aim to use a positive whole family approach to develop empowering relationships so that families become more resilient and independent so that their need for support services is reduced over time

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MAIN DUTIES & RESPONSIBILITIES

- In partnership with family workers, plan and deliver weekly drop-in activities to engage with families and achieve the objectives of the Project, focusing on areas such as parenting, self-esteem, and reducing isolation.
- To deliver practical help to families, including emergency response needs (food, fuel, and other essentials) and individual grant applications.
- To support the setup and running of existing and fresh outreach initiatives, including courses and activities to engage families and reduce social isolation.
- To work with individual families in drop-in groups, during outreach activities, over the phone, online, and on occasion, where appropriate, in the home, to address issues that have an impact on family life which may include debt and money management, housing, social isolation, and access to community activities.
- Support family members to develop skills that will enable them to carry out household tasks such as budgeting, basic healthcare and hygiene, establishing routines; support engagement with universal services such as GPs, dentists, etc., and attendance at appointments;
- Support parents/carers to increase parenting confidence and capacity.
- To support family workers to work in partnership with practitioners from other agencies and organisations persistently and proactively to achieve the best possible outcomes.
- To keep up-to-date and accurate records detailing interactions with families and other services, in line with the policies of the organisation that capture and evidence the impact of our work.
- Actively manage, safely and appropriately, the handling, processing, sharing, and disposal of information and data, both physical and electronic. Operating data quality management processes and maintaining a good awareness of relevant legislation, such as Data Protection and Freedom of Information.
- Operate within the organization's guidelines and protocols in our policies and procedures, especially concerning Safeguarding and Health and Safety.
- Demonstrate a commitment to continuous professional development through appropriate training. Keep up to date with legislative changes, including Child Protection, Data Protection, Health and Safety, etc. Participate in multi-agency skill-sharing opportunities by providing training, coaching, and other learning and development opportunities as required.

OTHER ACCOUNTABILITIES, DUTIES & RESPONSIBILITIES

- The post holder will become part of the wider Red Hen Team and work directly with some primary schools and other local agencies
- Contribute to the broader running of the Project, including the creative promotion and development of services and activities.
- Work with the family work team and the Project Lead to identify potential projects and provide supporting information for funding applications.
- Contribute to and participate in the appraisal management system.
- Work with, and support, volunteers supporting the Project.

RELATIONS WITH PARENTS, STATUTORY AGENCIES, AND THE WIDER COMMUNITY

- Develop and support relationships between children, parents, schools, and other supporting agencies.
- Establish a partnership with parents empowering them to resolve problems themselves and signposting to other resources and support services.
- Work with parents, helping them understand their children's, their own, and others' behaviour, including liaison with the family 1:1, and/or group work where appropriate.
- Develop effective links with the local community and other agencies to make full use of the services available to the families

KNOWLEDGE AND UNDERSTANDING

- Safeguarding procedures and requirements
- The difficulties and problems that can arise within areas of social or economic deprivation and the resultant impact on family life.
- The vision and values of The Red Hen Project.

ASSESSMENT AND EVALUATION

- Maintain records of work undertaken with families to
- Evaluate the outcomes achieved from outreach activities against the overall aims of the Project, which are
 - Children experiencing trauma, crisis, or challenging behaviour will have improved emotional and physical wellbeing and improved engagement with their education.
 - Parents facing family crisis will increase their parenting skills, confidence, and emotional wellbeing.
 - Support agencies and statutory bodies will be better coordinated to meet local needs so that families feel less isolated and frustrated with their interactions with them.
 - Families will have improved links with others in their communities and can better support others with similar problems.

MANAGING OWN PERFORMANCE AND DEVELOPMENT

- Prioritise and manage own time effectively, particularly concerning balancing the demands of attending various outreach activities and responding to the emerging needs of family workers caseloads and involvement in the broader running of the Project.
- Take responsibility for your professional development.
- Participate in the arrangement for appraisal and participate in the appraisal of team colleagues.

OTHER IMPORTANT FACTORS

- We work with parents, carers, and children up to the thresholds for Children's Social Care involvement, with the aim that our early intervention work will avoid difficulties in the family escalating to such an extent that referrals to statutory services become necessary.
- Travelling around the area we operate in is essential, and as such, a driving license and use of a vehicle are essential.
- You will be expected to undertake other duties and responsibilities appropriate to the salary grade and the overall purpose and principles of the role.
- You will be able to identify and have flexibility in responding to the development of the post and its scope, as the work is developing and is evaluated
- Due to the type and size of the organisation, you will need to be flexible, creative, and self-sufficient. You are expected to understand and commit to equal opportunities and the ability to apply this to all situations.

It is standard practice to review job descriptions annually to ensure that they are relevant to the job currently being performed and incorporate any changes that have occurred or proposed. We reserve the right to make reasonable changes to your job description to meet the needs of the role.

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PROJECT WORKER - PERSON SPECIFICATION

The following criteria are appropriate for this post. To be short-listed for the post, you should meet the essential criteria, and it is advantageous if you meet the desirable criteria.

Education, Qualifications & Training

Criteria	Essential	Desirable
English and Maths at GCSC grade A-C (or equivalent)	x	
Key Skill Level 3: A levels grade A-E, Level 3 NVQ, Level 3 National Diploma, Advanced Apprenticeship (or equivalent)	x	x
In a field relating to working with children or parents		

Experience of

Supporting children and families	x	
Supporting vulnerable groups and/or individuals	x	
Working with voluntary and community sector organisations	x	
Working within a multi-disciplinary team setting - working with wider professionals or networks of support		x
Partnership working with social services, education, health, voluntary and community sector, locality team, local authorities, etc		x
Working directly with families, including in their own home		x
Setting appropriate professional boundaries with families		x
Engaging parents in community activities		x
Facilitating group work for parents		x
Children's social care and safeguarding services		x
Working with issues of conflict and confrontation and an ability to diffuse difficult situations		x

Knowledge/understanding/experience of

Safeguarding policies and procedures and the importance of safeguarding children, young people, and vulnerable adults and the referral thresholds for different services.	x	
Developing and maintaining effective relationships with parents.	x	
Working with vulnerable families and being aware of any issues a practitioner may face while working with vulnerable families.	x	
Issues that may have an impact on the lives of families such as domestic abuse, mental health difficulties, substance misuse, poverty, and housing.	x	
Anti-oppressive practice.	x	
Information sharing protocols and confidentiality.	x	
Signs of abuse and neglect in children and young people.	x	
Significance of school attendance and its impact on children's outcomes.	x	
Importance of confidentiality and need to respect and share information with discretion.	x	
Relevant legislation, and associated regulations and guidance concerning child protection and adult safeguarding procedures, housing, safeguarding, information sharing, etc.		x
Development and its influence on parent/child relationship in every stage of a child's development.		x
Parenting strategies, including behaviour management.		x
How charities and schools operate, and partner organisations function		x
Community-based support services that are available for families and experience of successfully facilitating family engagement with them.		x
Any of the following areas: neglect, substance misuse, domestic abuse, or mental ill-health.		x
Whistleblowing policies and practices.		x

Skills & attributes

Criteria	Essential	Desirable
Comprehensive communication skill set including		
- listening	X	
- questioning	X	
- giving feedback	X	
Excellent communication skills with		
- parents	X	
- with a range of different professionals	X	
- children and young people	X	
Ability to communicate effectively and concisely both orally and written, with a wide range of individuals and groups	X	
Ability to present information to meet the needs of different audiences	X	
Ability to form positive relationships with partner agencies and members of the public	X	
Commitment to team-working	X	
Exceptional problem-solving skills to	X	
- diagnose problems	X	
- evaluate alternative options	X	
- make accurate judgements	X	
Excellent assessment skills to	X	
- collect and analyse information	X	
- identify the source and levels of risk	X	
Exceptional administrative and organisational skills	X	
- able to keep good written records promptly	X	
- adopt sound administrative practice/systems	X	
- keep data/use management information	X	
Outstanding IT skills and the ability to pick up new systems quickly	X	
Effective time-management skills	X	
- able to effectively plan	X	
- able to prioritise workload	X	
Consistent, reliable, punctual	X	
Energetic, an ability to work at pace, and respond quickly to the needs of families and colleagues	X	
An ability to uphold Safeguarding issues	X	
- demonstrate an understanding of the safe working practices that apply to this role	X	
- work in a way that promotes the safety and wellbeing of children and young people/vulnerable adults	X	
Confidence and ability to work alone with families, on occasion in their homes		X
Personal impact and the ability to engage and motivate resistant and hard to reach families	X	
Ability and willingness to work proactively, persistently, and persuasively with families who may not be willing to engage using a range of techniques that encourage active participation	X	
Ability to support families to take responsibility for making changes through the use of coaching skills		X
Create, maintain, and develop relationships, demonstrating professionalism with families and professionals while maintaining professional boundaries	X	
Commitment to own Continuing Professional Development	X	
Committed to anti-oppressive and anti-discriminatory practice	X	
Ability to use outcome monitoring tools with families to support the monitoring and evaluation of the Project and produce accurate data		X
Ability to understand and practice appropriate and legal information sharing within and between agencies and the family	X	

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