

Job Description

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| Job title | Project worker Step Up Step Down |
| Accountable to | Project Manager |
| Objectives | * Support the Programme Manager, contribute to the delivery and implementation of the Step up Step Down programme. * Nurture effective working relationships within the South Eastern Health and Social Care Trust and, in partnership with the Social Worker, develop relationships with other key organisations, ensuring overall outcomes are met. * Nurture relationships with other Trusts, Local Authorities and Organisations where the SUSD model is established. * Support the Programme Manager with monitoring and reporting. |
| Hours per week | 36 |
| Location | The Fostering Network Offices, Belfast (occasionally and as necessary co-located at Grove Centre, Ballynahinch, SEHSCT) |
| Status | Fixed term contract of 1 year |
| Disclosure required?  (The post involves contact with children and/or access to confidential information about children and families) | Yes |

## Responsibilities and accountabilities

1. Work with the Step Up, Step Down Social Worker to promote the programme and train specialist foster carers
2. Establish and build relationships with families to identify needs and design and deliver programmes to meet these, including training programmes for parents and nurture groups for children
3. Implement evaluation frameworks to monitor, review and evaluate progress
4. Develop resource materials and information on the “Step Up, Step Down” model to facilitate promotion of the SUSD model and to inform key stakeholders
5. Provide activities and information to support families to access support programmes and to engage with local community supports
6. Co-ordinate and take part in reflective learning sessions and steering group meetings.

## Management

None

## Budget

## None

## General statement

It is the nature of The Fostering Network that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in their job description.

Person Specification

## Our Values

As an organisation, we believe that we make a difference to foster care and our people values are expressed in the work that we do:

We are TRUSTED

We are TOGETHER

We are VITAL

## Knowledge and Experience

## Essential

* Significant knowledge and experience or engagement and working with vulnerable families in a community context to provide activities and resources to families.
* Knowledge and experience of developing, providing and delivering training, information and support to vulnerable individuals and/or groups.
* Experience of project co-ordination including the use of computers to gather and analyse project and evaluation data together with a working knowledge of Microsoft Office software including Excel.
* Experience of handling safeguarding and confidential information in a professional manner.

**Desirable**

* Knowledge of foster care, fostering services and issues relating to looked after children. Skills and abilities

## Skills and abilities

## Essential

* Excellent interpersonal skills, including good presentation skills and excellent oral and written communication skills;
* Self-motivated with the ability to prioritise, plan and undertake work in an effective manner, with the minimum of supervision;
* Demonstrate the ability to work with key stakeholders at all levels including fostering services, foster carers, families and children
* Ability to work effectively within a team, by demonstrating cooperation and flexibility;
* Proven ability to network with others and be influential on behalf of foster and kinship carers, as well as children and young people in care.
* Ability to exercise sound judgement.
* Ability to develop and deliver an accredited programme of training.
* Ability to work effectively with groups of vulnerable children and families
* Ability to develop and deliver interactive training sessions;
* Proficient use of Microsoft Office and database programmes;
* Ability to handle confidential information in a professional manner;
* Ability to work with community organisations to provide resources and activities to families
* Training and group work skills, ability to advocate;
* Ability to think creatively to design and deliver agreed interventions;
* Ability to work outside of normal working hours if and when required, including evenings and weekends and occasional residentials;
* Willingness to travel throughout Northern Ireland;
* Access to transport for the purposes of meeting the travel requirements.

**Desirable**

* Experience of designing and delivering accredited training

**Qualifications**

**Essential**

## A third level qualification in youth work, community work, sociology, psychology or equivalent

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## Additional Information

**Pay and conditions of service**

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| Band | The Fostering Network Band 5 |
| Salary | £22,138 – £24,000 |
| Annual Leave | 25 Days plus 5 Fostering Network days |
| Probationary period | 6 calendar months. |
| Notice period | 6 working weeks  One week during probationary period. |
| Hours of work | 36 per week |
| Pension | Optional. Money-purchase scheme and salary sacrifice option is available with AEGON:  Employee contribution is 3% of gross annual salary  Employer contribution is 5% of gross salary. |
| Season Ticket Loan | An interest free season ticket loan is available to all staff immediately. |
| Trade Union | The Fostering Network recognises the trade union Unite  and members of staff can join if they wish. |