



JOB DESCRIPTION

This Job Description is intended to give prospective applicants an overview of the post, the task and the context within which the job is being offered. It does not purport to be an exhaustive statement of Terms and Conditions of Employment with Fife Gingerbread. Applicants will be given an adequate opportunity to discuss issues of that nature at initial interview.

Job Title & Salary

Job Title: Support Worker
 Hours: 36 hours (full time)
 Salary: £28,264 per annum
 Funding: Intensive Family Support Service
 Location: Fife wide

We offer families support out with 'normal' office hours to meet their needs.

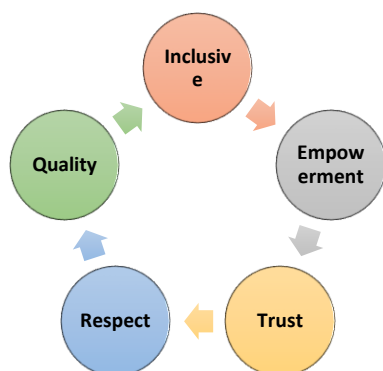
The Job

Making it Work for families is an exciting partnership project with staff from Fife Gingerbread, CARF, FIRST and Clued Up. Working together to support families affected by substance use where there is a young person struggling to engage and/or attend School. The multi-agency team work collaboratively to support families through a coordinated approach including case conferences, family action plans and operational team meetings.

We are looking for a full time Support Worker to offer strengths based and trauma informed support to parents/carers in the families. Providing 1:1 emotional support at a pace that meets the needs of families. A driving licence is desirable as the post-holder will be working on an outreach basis (in Kirkcaldy and Levenmouth areas). Facilitating groupwork opportunities to engage parents/carers, address isolation, build confidence and support friendships. Empowering parents to progress on their journey and using Outcome Star to illustrate the impact of support.

Are you...

- ✓ A dynamic and positive team player?
- ✓ A creative thinker who is able to think outside the box?
- ✓ Able to work autonomously, and manage your own workload?



Click here to find out more about the project [Making it Work for Families — Fife Gingerbread](#)

Additionally, the post-holder will deliver all of this in line with our vision, mission and organisational values as an important member of the wider Fife Gingerbread team – reporting to the project Team Leader who will provide 1:1 support and facilitate team meetings.

The Task (key duties common to all FG Support Workers)

Team Working

- Contribute to the work of Fife Gingerbread, collaborating with colleagues (internal and external) reporting to line manager.
- Operate within given budget restraints and optimise opportunities to work efficiently.
- Work within Fife Gingerbread's ethos of progressing volunteers, demonstrating responsibility to work collaboratively with the Volunteer Coordinators to ensure volunteering is integral to the work.
- Participate in regular team meetings, supervision and communication opportunities as Performance Feedback Framework.
- Develop an awareness of the Organisational Strategy and associated Business Plan activity.

Partnership

- Partnership working with local provision, avoiding duplication of services, creating a joined up approach, networking etc.
- Represent the organisation at various forums including preparation and delivery of presentations promoting the impact of the work. Acting as a 'brand champion' for FG.

Family Support

- Responsible for engaging and supporting lone parents and families in need. Using a mix of home visiting, one to one work and group work.
- Applying the Fife Gingerbread model of Engage – Support – Progress.
- Working with families to agree an action plan that offers a range of professional support to families from listening to guiding, informing to advocacy.
- Offer practical support to alleviate poverty and increase financial inclusion by accessing local supports and access a range of grants and financial support.
- In common with all Fife Gingerbread's work to alleviate and mitigate poverty – All frontline workers will be aware of the hidden impacts of poverty on families and will work in partnership with relevant agencies and services to improve situations. A major part of this work will be highlighting issues and solutions and the recording, reporting and sharing of mitigating actions.
- Support parent's to ensure children and young people are safe, healthy, achieving, nurtured, active, respected, responsible and included.
- Using an asset based approach support families to overcome any barriers, and access learning and further skills development offered within their community, supporting members of the family to achieve their potential.
- Responsible for giving a voice to the issues families face and influencing developing opportunities that provide solutions and gives a voice to the issues faced by the families we support.

Administration

- Use IT systems to ensure quality and efficiency of work.
- Developing and maintaining social media and other marketing to promote the work.
- Responsibility for accurate and timeous recording of data, monitoring and reporting progress for funders and highlighting any trends to line manager.
- Prepare reports as appropriate, gathering qualitative and quantitative information, as well as anecdotal evidence in the form of feedback from parents and service providers.
- Plan all travel across Fife (and on occasion wider) using the most effective and efficient mode.

Systems Change

- Develop a strong awareness of the issues affecting families, and the connections to policy both locally and nationally.
- Connect the project to key policy areas including The Promise, Child Poverty, Fair Work and COVID-19 recovery.
- Understand the unique challenges, inequalities and systemic barriers lone parents face. Highlight issues affecting families supported by Fife Gingerbread.

To undertake other duties as required.

Qualifications and Experience

The post holder will have:

- A sound understanding of the Employability Pathway, Child Poverty and Whole Family Support.
- Knowledge and experience of supporting lone parents and families in need.
- Demonstrate a understanding of the complexities of support families facing multiple and complex barriers (including poverty and trauma).
- A flexible 'can do' approach with excellent organisational and problem solving skills.
- Ability to communicate clearly and sensitively to both colleagues and parents – both written and verbal communication skills.
- Previous experience of working in a multi-disciplinary team.
- Experience of working collaboratively and in partnership to deliver support/services.
- Ability to work independently to complete tasks, meet deadlines and achieve targets.
- Sound understanding of confidentiality, safeguarding and child protection.
- Excellent Microsoft office skills.
- Educated to a minimum of SCQF Level 7 or equivalent in a related discipline.

Fife Gingerbread Policies

Adhere to all of the policies and procedures as set out in the Fife Gingerbread Handbook and to monitor and maintain health and safety within your base and notify the Line Manager of any areas of concern.

To work with the team to develop a culture of safe working practice and to ensure Fife Gingerbread's compliance to its health and safety responsibilities, you are required to ensure that by your own actions you ensure your own safety and do not put other people at risk by reason of your own acts or omissions (Section 7 of the Health & Safety at Work etc. Act).

Fife Gingerbread encourages employees to adopt a culture of personal development. Fife Gingerbread recognises the quality of service is derived from its employees and will, where possible, support and encourage their self-development.

Contribute to a work environment that upholds respect and dignity for all individuals that is free from harassment and bullying based upon age, disability, gender reassignment, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation.