



## 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: 22 hours per week  
Salary: £29,395 pro rata  
End Date: 1 year fixed term  
Funding: Opportunities Fife  
Location: Fife wide

*As a children and families charity we are committed to progressive recruitment and we have flexible working policies that we hope can meet the needs of applicants. We ask candidates to be prepared to discuss preferred working hours at interview so we can be as supportive as possible. We also offer hybrid working where staff can be based between home/office to carry out their duties.*

### The Job

In 2023 Fife Gingerbread received an uplift in funding to enhance our parental employment activity in Fife. We are continuing to build on our success and develop our approach to tackling child poverty in Fife and are delighted to be advertising two new posts.

The post-holder(s) will join our Family Approach team. The project works with families from the six child poverty priority group – offering a whole family approach to employability and engaging parents on their journey towards work. Working in targeted areas of Fife – most affected by child poverty, generational unemployment and inequality. The project will be delivered in partnership with Citizens Advice & Rights Fife to offer financial inclusion and income maximisation activity to families in need. Offering both a short and long term response to poverty. Click here to find out more [Family Approach — Fife Gingerbread](#)

**The post-holder will add value to the existing Family Approach staff team, and will be based in Glenrothes providing support to parents / carers.**

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 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 and demonstrating trauma informed inclusive practice.
- 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 and Fair Work.
- 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 an 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.