



Job Description – Children and Families Co-ordinator, (maternity cover)

Part Time, 22 hours p.w.

Salary (FTE): £35,351.81 (£21,020 *pro rata*)

Contract: Initially 6 months fixed term

Location: Ladywood, Birmingham

Karis Neighbour Scheme

Karis Neighbour Scheme (KNS) is a small and responsive charity, working with volunteers to run various community projects predominately in the Ladywood and Edgbaston constituencies. The projects aim to provide emotional, practical, befriending and advocacy support in a variety of different ways. KNS also delivers a professional Listening and Guidance service, partially commissioned by the NHS.

Please visit www.karisneighbourscheme.org to find out more about the background and ethos of our organisation.

Our team currently consists of 16 staff and a large team of volunteers.

Purpose of the Role

To oversee those aspects of Karis Neighbour Scheme's work that particularly relate to families living in our focus areas.

This will be done through the training and supervision of a team of volunteers, to provide befriending, advocacy, support and practical help to parents and families in the area. This will involve working alongside statutory and other voluntary sector professionals in order to develop a coherent programme of services offered to parents and families.

Duties and Responsibilities

- To work with statutory and voluntary agencies and parents in the locality to improve the health, life chances and opportunities of children and their families.

- To recruit, select and train volunteers in accordance with the policies and procedures of Karis Neighbour Scheme. To offer regular supervision, support and on going training to volunteers as necessary.
- To oversee the Welcome to Ladywood drop-in group and the ESOL class. This will involve co-ordinating a team of volunteers and the planning and delivery of activities and programmes during term time and one off holiday events.
- To visit families who request help from the scheme to assess their need and to determine the most appropriate support to be offered. This will include signposting or referring to external organisations where necessary.
- To 'journey' with families through a time of difficulty or crisis to their agreed outcome or positive place in the community.
- To actively seek referrals by publicising the charity and through networking with statutory and voluntary organisations to ensure that all local families are aware of the support available. To identify partner organisations and groups who can support the development of new activities or build on their existing activities.
- To be aware of Safeguarding policy and procedure and to highlight any concerns to the Designated Safeguarding Lead.
- To line manage the Baby Bank co-ordinator and the Family Outreach worker
- Take an active part in the KNS team, supporting the different projects, participating in team communications and assisting in the smooth running of the office base.
- To keep appropriate records of support and activities delivered and assist in the collecting of monitoring and evaluation documents.
- To contribute to reports for the KNS Trustees and report any significant issues to your line manager.
- To participate in training and continuing development as agreed with line manager.

As a small organisation the role may include other duties broadly in line with the purpose of the post and some contact with clients at our office base.

General

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder is required to undertake other duties of similar level of responsibility.

It is anticipated that the duties of this post may change over time to reflect the developmental nature of this project. The job description will be subject to periodic review and updating and the role holder will be consulted on any proposed amendments

Relationships

The post holder will be responsible to the Trustees of Karis Neighbour Scheme and will be Line Managed by the CEO. The role will work closely with the existing Children and Families team.

Equal Opportunities Statement

KNS is committed to equality of opportunity in the provision of services. The post holder is responsible for ensuring that Karis Neighbour Scheme's commitment to equal opportunities is implemented throughout all aspects of the work.

Safeguarding

The post holder will be expected to work within the policy of the organisation and be subject to the completion of an enhanced Disclosure and Barring Service (DBS) check.

Confidentiality

Due to the nature of the work, any information gained must be treated as confidential within the organisation. The confidentiality policy of Karis Neighbour Scheme will be adhered to at all times and is included as part of this pack.

The duties of this post may change over time to reflect the developmental nature of the project. The job description will be subject to periodic review and updating.

Health & Safety

Under the H&SAWA 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions.

Contract

6 month initial contract, renewable subject to continued funding.



Project Co-ordinator, Children and Families Worker

Person Specification

This post would suit someone who is enthusiastic about supporting families and parents of young children within our communities. You will work with families to build relationships, increase skills, and connect them with resources. We are looking for someone who is able to engage with women from diverse backgrounds and understand their practical and social needs.

To apply: Please complete the application form and within the document address how you fulfil each of the criteria listed below as either desirable or essential within 1200 words.

Please return to:

Michaela Brookes admin@karisneighbourscheme.org

Karis Neighbour Scheme, c/o Monument Road, Edgbaston, Birmingham, B16 8UU

For informal enquiries please call: Harry Naylor on 0121 455 7524.

Character

Essential:

- Can wholeheartedly agree with our Christian ethos and willingly work within our guiding principles.
- Passionate about the work of community based charities in general and more specifically about the work of KNS.
- Good interpersonal skills, including keeping appropriate boundaries.
- Keen to be supportive of the wider KNS team and help the organisation function well.
- Reliable and trustworthy.
- Sensitive to, and understanding of, working with a diverse community, showing a commitment to equality, diversity and inclusion.
- Passion for working with vulnerable families

Desirable:

- Easily able to come alongside people and develop good relationships that will empower individuals.

Experience

Essential:

- Supporting parents and their children through a range of life situations
- Experience of leading in a community setting and developing community activities.
- Experience of working with and supporting volunteers.
- Experience of working in partnership with other charities or voluntary groups.
- Experience of working with vulnerable groups and providing holistic support.
- Experience of working within a multi-ethnic setting, able to relate to people from different cultures, religions, backgrounds and languages.

Desirable:

- Experience of facilitating groups.
- Experience of working with people experiencing poor mental health.
- Experience of writing or reviewing risk assessments.

Knowledge and Skills

Essential:

- Able to cope with and respond to difficult situations in an empathetic and helpful way.
- Able to communicate in an open way that builds relationships and is non-judgemental.
- Understanding of safeguarding policies and practice.
- Able to work well within a team setting.
- Self motivated and able to effectively manage a varied and full work-load.
- Able to keep clear personal/work boundaries in terms of relationships and use of time.
- Excellent written and verbal communication skills, including IT use.
- Excellent organisational skills and attention to detail.
- Awareness of issues that are likely being faced by families, especially those who are new to our communities.

Desirable:

- Commitment to ongoing development and learning
- Relevant qualifications such as NVQ health and social care



Ref:
(office use)

APPLICATION FORM

(please download a copy before completing)

Application for post of: **Project Co-ordinator Children & Families (Maternity Cover)**

PERSONAL DETAILS:

Name:			
Address & Post code:			
Tel. No/Mobile:			Date of Birth:
Email Address:			
Do you hold a current full driving licence?	YES / NO	Do you have regular use of a car?	YES / NO
Do you require a work permit to work in the UK?	YES / NO	Do you require any 'reasonable adjustments' to assist you in this application process?	YES – details: NO

EDUCATION, PROFESSIONAL QUALIFICATIONS AND TRAINING

Name of College/Institute/University	Course details and results	Dates

EMPLOYMENT RECORD

Please give details of employment (paid or unpaid), most recent first

Employer's name and address	Dates	Position and description of duties	Reason for leaving

SUPPORTING INFORMATION:

Please describe why you would like this position and provide any further information to support your application.

In particular, show how your skills, experiences and interests fulfil each of the criteria listed in the Person Specification.

1200 words max.

(Continue on additional sheets if necessary)

REFERENCES

Please give details of two referees – one **must** be your current or most recent line manager.

Name	Name
Address:	Address:
Tel. Number:	Tel. Number:
Email Address:	Email Address:
Relationship to you:	Relationship to you:
May we contact this referee before interview? YES/NO	May we contact this referee before interview? YES/NO

I declare that the information provided on this form is to the best of my knowledge true and complete. I understand that any false or omitted information may result in dismissal or other disciplinary action if I am appointed.

Signed: Date:

Please return to: admin@karisneighbourscheme.org
or FAO Administrator, Karis Neighbour Scheme, Parker Street, B16 8UU.

Deadline for applications: Wednesday 13th May (by 5pm)