



ParentingNI

Candidate Information Pack

For the position of

Parental Participation Officer

Completed Application Forms must be returned to
Parenting NI
by
noon on Thursday 28th February 2019



Foreword from the CEO



Dear Applicant

Thank you for your interest in the post of Parental Participation Officer at Parenting NI. It is an exciting time for the Charity as we develop new services and resources which build on our success to date. We are looking for an outstanding, innovative, dynamic and energetic person, who will passionately promote our vision and mission to a range of stakeholders. Through the development of the Parental Participation Project, the post holder will give organisations the tools and resources needed to effectively engage with parents.

The Parental Participation Project is a highly professional and unique service. We are ambitious to continue to grow and develop the project. We plan to build new connections and relationships, ensuring that at all times the quality of our services are of the highest standard.

This is an important position within Parenting NI as it helps to promote the importance of engaging effectively with parents to inform service provision, with particular emphasis on supporting the work of the Children and Young People's Strategic Partnership (CYPSP). The person will be a strong ambassador for the Charity, supporting the reputation of the Charity, extending networks and building relationships to promote the value and impact of our work.

If you share our passion to improve the outcomes for our children and young people through supporting their parents all across Northern Ireland, we welcome you to apply for this position.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Charlene', written in a cursive style.

Charlene Brooks
CEO

PARENTING NI BACKGROUND

Parenting NI has been supporting parents across Northern Ireland since 1979, helping them to thrive and improve outcomes for children and young people. Parenting NI provides a wide range of user-informed services.

We greatly value the feedback and input of parents in all of the services that we provide. As parenting changes, it is essential that the support offered to parents adapts to new challenges and that Parenting NI remains at the forefront of evidence based and evidence informed parenting support practices. Parents are both our clients, and our most important stakeholders. While we value the fantastic relationships we have built with government departments, other charitable organisations and civil society, it is essential that our forward direction is determined by what parents want.

We are committed to valuing our fantastic staff – ensuring that they continue to develop and feel fulfilled. By doing so, we can ensure that we provide support that is timely and effective, as well as retaining talented individuals who are dedicated to improving outcomes for children and parents alike.

OUR CORE SERVICES

Parenting NI focuses on key areas of work to support parents in their parenting role:

- Freephone Helpline Service
- Parenting Education (Projects, Programmes and Workshops)
- Employee Wellbeing Services (Sessions and support in the Workplace)
- Parental Participation (Promoting positive parental engagement – giving parents a voice)
- Training (For parents and professionals)

OUR VISION of the future is one where parenting is highly valued.

OUR VALUES Through our values, we reflect an organisation that can be relied upon in all respects, and one we can be proud to work for. These values help build our common culture and guide us in all our decisions

OUR MISSION is that Parenting NI can provide a range of accessible services and support to meet the needs of those in a parenting role

VALUES	WHAT THIS MEANS IN PRACTICE
P rofessional	We will work together as a team to apply principles of excellence, compassion, communication and accountability, and by working together with other professionals aim to achieve optimal support for parents
A ccessible	We will strive to deliver responsive and accessible parenting support and services across the region
R espectful	We will show consideration for one another and recognise and respect each other's differences
E quality	We will ensure all parents have an equal right to access our support and services.
N eeds Led	Every parent has the right to a voice. We will listen to what parents need and develop services to meet those needs.
T rustworthy	We will be open and honest in everything we do.

TOTAL REWARD STATEMENT

Parenting NI values our employees and provides an enhanced package of employee wellbeing support which includes:

- Sector competitive salaries
- Enhanced paid annual leave
- Clear policies and procedures
- Mileage allowance at the HMRC rate
- Salary Sacrifice for pension, childcare and charitable giving
- 3% contributory pension scheme
- Enhanced sick, maternity, paternity and adoption pay
- Annual increments to top of scale and cost of living increase (pending Board approval)
- Time Off in Lieu in compensation for additional hours worked
- Structured Annual Performance Reviews
- Occupational Health
- Access to Staffcare – an employee assistance programme
- Individual support through regular supervision
- Team building and staff team days
- Comprehensive induction programme
- Organisation wide training and development opportunities
- External training and development opportunities linked to role, strategic plan, individual requests and competencies
- Membership of role related organisations
- Celebration of Individual and Team success

JOB DESCRIPTION

Job Title	Parental Participation Officer
Hours	18 hours per week (term time post i.e. 45 weeks per annum)
Working Hours	Tuesday 9am-4pm, Wednesday 9am-1pm, Thursday 9am-4pm
Location	Based in Belfast Head Office with travel
Salary	Band 5 pt 18 - £9,833 per annum (FTE £23,357 per annum)
Reporting to	Director for Training and Development
Responsible for	The Parental Participation Officer will promote parental participation to key fora through enabling engagement, developing relationships and consulting with parents, organisations and professionals in order to develop capacity and promote best practice in engaging effectively with parents.
Pension	3% Employer Contribution
Holiday	17 flexible days per annum plus 24 fixed days when the office is closed which includes statutory and customary holidays (pro rota)
Duration	Fixed Term until 31 st December 2019 with possibility of extension

Key Purpose of Post

Reporting directly to the Director for Training and Development, the Parental Participation Worker will be responsible for the development and delivery of the CYPSP Parental Participation project, promoting effective parental engagement and promoting Parenting NI services regionally. The post holder will raise the profile of Parenting NI's work and the CYPSP Parental Participation project through building strong relationships with key stakeholders and engaging effectively with parents, practitioners and organisations.

Main Tasks:

- To deliver and implement the CYPSP Parental Participation project activities in line with the targets, budgets and plans as agreed with CYPSP
- To identify and promote parental engagement opportunities
- To proactively engage parents to consult on parenting issues and report their comments and views to relevant bodies and policy makers
- To build relationships and maintain regular contact with key representatives from government, statutory, voluntary and community sectors in order to promote the importance of parental engagement
- To promote best practice when working with parents
- To network appropriately with relevant agencies
- To develop and deliver presentations to relevant stakeholders to support parental participation
- To raise awareness of Parenting NI services and the issues affecting parents
- To represent the organisation on selected committees and at events.

General Duties:

- To maintain efficient, accurate and confidential records, including statistics, collation of data for evaluation purposes and reports
- To report on a regular basis to the Director
- To attend and participate in regular team meetings
- Any other duties relevant to the work of Parenting NI

PERSONNEL SPECIFICATION

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications	<ul style="list-style-type: none"> Level 3 qualification in Early Years, Family Support, Youth and Community Work, Facilitation Skills or equivalent 	<ul style="list-style-type: none"> A1 Assessors Award V1 Internal Quality Assurer Award
Experience	<ul style="list-style-type: none"> At least 2 years' experience (within the last 3 years) of work in the field of Child Care, Parenting Education, Family Support or similar Demonstrable experience of facilitating a variety of groups (programmes, workshops, focus groups) Experience of effectively engaging individuals and groups (particularly those harder to reach) Experience of compiling and collating high quality reports in a range of formats 	<ul style="list-style-type: none"> Experience of the delivering and assessing accredited qualifications to include Early Years, Play Works and/or Health & Social Care qualifications
Knowledge	<ul style="list-style-type: none"> In-depth knowledge of the diverse range of issues affecting parenting / understanding of the need to support parents Working knowledge of the statutory, community and voluntary structures and established networks. Knowledge and skills of monitoring and evaluation 	<ul style="list-style-type: none"> Knowledge of policy issues relating to parenting Working knowledge of policies and procedures on safeguarding issues
Abilities	<ul style="list-style-type: none"> Excellent interpersonal skills with a high standard of oral, written and organisational skills to include presentation delivery, report writing Ability to work on own initiative as well as working effectively as part of a team Ability to plan work and deliver activities to a high standard within set targets and budgets Ability to work flexibly Highly proficient in the use of all Microsoft Office applications 	<ul style="list-style-type: none"> Interest in parental wellbeing and work life balance

Personal Qualities	<ul style="list-style-type: none">• Relationship builder• Professional, creative and self-motivator• Ability to maintain strict confidentiality and committed to the values of Parenting NI• Eligibility to work in the UK	
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Access to a car is essential to travel throughout Northern Ireland.

Consideration will be given to alternative travelling proposed in respect of applicants with a disability who cannot hold a licence.

Parenting NI reserves the right to enhance the criteria for shortlisting.

Position will be subject to an Access NI check with barred lists checks.