# SOUTH BELFAST



APPLICATION FOR APPOINTMENT

AS

**Family Support Worker**

**(9-month maternity cover)**

**Name of Applicant** ………………………………………….

(in block capitals)

ADDRESS ……………………………………………..

………………………………………………………………………….

Telephone Number for Contact: ………………………………………

Email address for Contact: ……………………………………………

This form should be returned to: -

**South Belfast Sure Start**

**9 Lower Crescent**

**Belfast**

**BT7 1NR**

**Or email: kathleen@surestartsb.org**

## No later than 4pm on Thursday 28th November 2024

**Application Forms received after the above time and date will not be considered. Please do not submit CV’s as they will not be considered.**

**If shortlisted, interviews will take place on the afternoon of Wednesday 11th December or Thursday 12th December 2024**

**SOUTH BELFAST SURE START IS AN EQUAL OPPORTUNITIES EMPLOYER AND WELCOMES APPLICATIONS FROM ALL SECTIONS OF THE COMMUNITY INCLUDING MEN AND WOMEN**

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| **For administrative use only**  Date received……………………………………..  Time received …………………………..  Received by ……………………………. |

***Please complete all sections of this form using black ink or typescript***

**Education after 11 years of age**

|  |  |
| --- | --- |
| **Subjects and grade at ‘O’ Level/GCSE or equivalent** | **Subjects and grade at ‘A’ Level/GCSE or equivalent** |

|  |
| --- |
| **Degrees, diplomas, certificates and institutions attended** |

**Professional Qualification/s obtained (including NVQ, NNEB etc.)**

|  |  |
| --- | --- |
| **Title of Qualification/s** | **Date/s awarded** |
|  |  |

**Education or Professional Studies in Progress**

|  |  |
| --- | --- |
| **Nature of Course** | **Duration of Studies/Expected Completion Dates** |
|  |  |

**Details of present or last Employment (if any) and position held**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of present employer**  **(or last employer)** | **Commencing and Finishing Dates**  **(or period of**  **notice required)** | **Name of Post** | **Salary Scale** | **Main Duties of Post** |
|  |  |  |  |  |

**Other Relevant Work Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Employer/s** | **Commencing and Finishing Dates** | **Name of Post/s** | **Brief Description of Duties** |
|  |  |  |  |

**Having read the personnel specification, please demonstrate how you meet all the criteria listed in it (beginning with the essential criteria) drawing on all your experience, whether in paid or voluntary work, which you believe is relevant to this post together with any other relevant information in support of your application. The Selection Panel will not make assumptions from the title of applicant’s previous post/s or the nature of the employing organisation/s as to the experience gained. Short listing for the post will be undertaken using only the information you have provided under each criteria.**

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**(Please continue on a separate sheet if necessary)**

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| Vetting and Barring Scheme |
| As South Belfast Sure Start is a children’s organisation, if you are successful for this position, you may be required to be vetted through Access NI and a Disclosure of any criminal records sought. A criminal record will not necessarily be a bar to obtaining a position (please see enclosed policies on Vetting and Barring and the Recruitment of Ex-Offenders).  Is there any reason why you cannot work with vulnerable adults or children?   |  | | --- | |  |   YES NO   |  | | --- | |  | |

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| Referees |
| All offers of employment are subject to receipt of two satisfactory written references, one of whom should be your current and/or most recent employer/s. If you have not been employed before you can provide references from any voluntary work, training provider or character references from people who are not relatives.   1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  These referees may be approached if you are shortlisted for interview, unless you specify otherwise. |

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| **Disability**  **If your disability precludes you from completing this form or from any part of the selection process contact the Sure Start office for alternative arrangements and/or reasonable adjustments to be made. For example, please contact us if you need this application form in another format or in LARGER PRINT.** |

|  |
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| **Are you eligible to work in the UK: YES NO**  **You will be required to provide documentation to support this claim (under Section 8 of the Asylum and Immigration Act 1996) if offered this post.** |

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| **Declaration:** I declare that the above information set forth in this application is, to the best of my knowledge, true and complete.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature of Applicant Date**  Please note that for emailed submissions a typed signature will be accepted as a declaration that the information set forth in the application is, to the best of the applicant’s knowledge, true and complete. |

South Belfast



# Job Description

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| --- | --- |
| POST: | Family Support Worker |
| SALARY: | £24,910 |
| HOURS: | 32hpw (9-month maternity cover) |
| RESPONSIBLE TO | Family Support Co-ordinator |
| ACCOUNTABLE TO: | Board of Directors |
| BASE: | 9, Lower Crescent and South Belfast Sure  Start areas. |
| ROLE: | To assist the Sure Start Team in achieving the aims of the Sure Start Programme by providing support to children and their families and developing appropriate initiatives in response to identified needs, while actively working in partnership with team colleagues, parents, community groups, pre-school facilities, voluntary and statutory agencies. |

Key Responsibilities:

1. To develop support programmes and set goals for families with young children in conjunction with the families, the Sure Start team and the family Health Visitor.
2. To work in close co-operation with key individuals, community, statutory and voluntary agencies, identify the needs of families with young children, especially of vulnerable and high risk groups, develop initiatives to meet these needs and provide feedback to service providers
3. To assist families in accessing service provision and develop and facilitate additional support for parents of young children through home visits, to improve children’s health and develop parents’/carers’ skills, in partnership with health professionals
4. To facilitate support groups, information sessions and other events for parents of young children, highlight issues, organise awareness raising sessions and undertake lobbying, as appropriate, in conjunction with other individuals and organisations, on health and development issues to improve children’s health and develop parenting skills
5. To develop, support and work in close liaison with local community organisations, which will be set up to provide local feedback and input into the programme
6. To identify issues with regard to existing services, provide team feedback to service providers, about local needs and the suitability of current service delivery
7. To keep appropriate records and maintain confidentiality at all times, undertake all relevant administrative tasks and prepare reports, as and when required
8. To attend team meetings, Child Protection and other relevant meetings and partake in regular supervision and all training as required
9. To contribute to regular reviews of the work and participate in planning for its future development
10. To pursue services, which reflect the Sure Start project’s basis and values, while upholding fully the principles of equality of opportunity
11. To undertake any other relevant duties as considered appropriate by the Family Support Co-ordinator, Project Co-ordinator and/or Board of Directors

All staff are expected to adhere to the Project’s organisational policies and procedures.

**NO SMOKING POLICY**

The Sure Start Programme is committed to a policy, which discourages smoking and all staff must comply with this policy.

**Equal Opportunities**

The Sure Start Programme operates an equal opportunities policy and expects staff to demonstrate a commitment by adhering to equal opportunities policies.

South Belfast



Family Support Worker

## PERSONNEL SPECIFICATION

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| --- | --- | --- |
|  | ESSENTIAL | DESIRABLE |
| **Experience/ Attainments** | * 2 years paid experience working with families/parents/children, including experience of group work in a support setting, e.g. mothers & toddlers, women’s groups, parenting groups * Minimum of level 3 QCF or equivalent in a relevant subject area such as Health & Social Care or Early Years. * Experience of working to, and understanding of, a child protection policy. | * Professional Qualification (e.g. in Health, Social Care or Community) * At least 5 years experience of working with families/parents/ children and or group work * Training and experience of delivering parenting programmes |
| **Knowledge** | * An excellent level of understanding of the support needs of families and the issues, which may confront them * A good understanding of infant mental health, parent and infant attachment & child development * A good level of understanding of the rights of children and an ability to incorporate this into working practices * A good level of understanding of how communities function | * An awareness of relevant children issues * A good knowledge of the range of services and supports available |
| **Abilities- both aptitudes and skills** | * A high level of communication skills and an ability to communicate with people of all ages and at all levels * A high level of organisational and time management skills and an ability to prioritise * An ability to manage confidential information * An ability to work effectively in groups * Functional IT and Social Media skills |  |
| **Personal Qualities- Characteristics/ Attitudes** | * A flexible approach * A mature outlook * An interest in physical & mental health issues * Understanding of, and commitment to equality and inclusive working practices |  |
| **Circumstances/ Health** | * Willingness to undertake flexible working patterns/rota and to work unsocial hours when required * Willingness to cover posts in other areas * Full Driving Licence and access to own transport |  |