**Job Description**

Title: Project Worker

Employment Type: Permanent Contract

Salary: £24,496 - £26,845 per annum (pro rata)

Hours: 30 hours per week

Pension3% employer’s contribution

Responsible to: Project Manager

Accountable to: Chief Executive Officer

Base: Heads Up Leicester Limited, The Grove, Cort Crescent, Braunstone LE3 1QZ

**Primary Objective:**

Supporting parents, young people and children through group work programmes and other strategies.

Workers will initially deliver high quality, effective support services to families living in Leicester City during the 1001 critical days. As part of the Best Start for Life project, including;

* The facilitation of antenatal education group work (The Bumps to Babies programme)
* Delivery of a support and signposting telephone support service
* Delivery of therapeutic playgroups

**Work Tasks**

1. Facilitate groups and take responsibility for planning, preparation, set up and effective, high quality delivery.
2. Communicating with parents/carers and young people assessing their needs and meaningfully signposting as required. Empowering families to seek information, support and access services.
3. Manage referrals and actively engage with families throughout their time with Heads Up to ensure continued service take up.
4. Be responsible for the completion of evaluation and reflection paperwork and processes.
5. Promote and publicise the services as necessary.
6. Attend and contribute to meetings and training sessions.
7. Keep accurate records in accordance with Data Protection requirements.
8. Adhere to Safeguarding policies and procedures. Leading in taking appropriate steps to safeguard everyone.
9. Practice effectively and in adherence to Heads Up Leicester’s Equality, Diversity and Inclusion policy to ensure our groups and practice are inclusive and accessible.
10. Support the team in continually developing practice and resources.
11. Develop and maintain effective working relationships with partners and referrers.

**Person Specification**

**Skills, Knowledge and Experience**

| **No.** | **Requirement** | **Weighting**EssentialImportantDesirable | **Measurement**ApplicationInterviewActivity |
| --- | --- | --- | --- |
| 1 | Experience in the last 5 years of working with families during the Antenatal period and Early Years. | Essential  | Application/Interview/Activity |
| 2 | Experience of working with parents/carers, children and young people.  | Essential | Application/Interview/Activity |
| 3 | Experience of working with families who are facing struggles and difficulties, who may have barriers to accessing services. | Essential  | Application/Interview/Activity |
| 4 | Up to date pregnancy, baby and childcare knowledge.  | Essential | Application/Interview/Activity |
| 5 | Ability to deliver information to groups of parent/carers in an engaging and effective way. | Essential | Application/Interview/Activity |
| 6 | Knowledge of issues relating to discrimination and how this impacts on families.  | Essential | Application/Interview/Activity |
| 7 | Able to promote and safeguard the welfare of children and families. | Essential  | Application/Interview |
| 8 | Excellent interpersonal and communication skills, both written and verbal.  | Essential | Application/Interview/Activity |
| 9 | IT literate using a range of Microsoft Office software (i.e. Word, Excel, PowerPoint, Teams and Forms), Google Forms and conversant with using database software. | Essential | Application/Interview |
| 10 | Knowledge of GDPR and how to handle personal data appropriately. | Essential | Application/Interview |
| 11 | Experience or knowledge of working with families who are facing mental and emotional health difficulties. | Desirable  | Application/Interview |
| 12 | In addition to English, able to speak another language. | Desirable | Application/Interview |

**Qualifications and Training**

| **No.** | **Requirement** | **Weighting**EssentialImportantDesirable | **Measurement**ApplicationInterviewActivity |
| --- | --- | --- | --- |
| 13 | A professional qualification at level 3 or above in a relevant field e.g. early years, social work, health care, teaching. Or equivalent paid or voluntary experience.  | Essential | Application/Supporting Evidence/Interview |

**Attitude and Motivation**

| **No.** | **Requirement** | **Weighting**EssentialImportantDesirable | **Measurement**ApplicationInterviewActivity |
| --- | --- | --- | --- |
| 14 | Genuine passion for supporting children, young people and families to make positive changes in their lives. | Essential  | Application/Interview  |
| 15 | Able to demonstrate attitude and behaviours consistent with Heads Up Leicester’s values including equality and data protection etc. | Essential | Application/Interview |
| 16 | Positive and flexible attitude. | Essential | Application/Interview |
| 17 | Ability to make families feel valued, comfortable and empowered.  | Essential | Application/Interview/Activity |
| 18 | Able to work in a team. | Essential | Application/Interview |
| 19 | Able to work using own initiative (self-motivated with a ‘can do’ attitude). | Essential | Application/Interview |
| 20 | Able to work under pressure. | Essential | Application/Interview/Activity |
| 21 | A commitment to the provision of a quality service and best practice.  | Essential | Application/Interview/Activity |
| 22 | Own transport in order to travel to various venues around Leicester City  | Essential | Application/Interview |