



## **Job Description and Person Specification Sessional Worker Lead**

### **INTRODUCTION**

(CFF) Centre for Fun & Families Limited is a national Voluntary Organisation aiming to assist, through our unique group work programmes, young people experiencing relationship difficulties, and parents and carers who are experiencing behaviour difficulties with their children. CFF have developed specialist group work programmes called 'Positive Minds' and 'Overcoming Your Anxiety' for children/young people their parents and carers who are experiencing mental ill health which affects their everyday life. Delivery of our group work programmes is increasing, and we would like to recruit sessional workers who can particularly support delivery and fast-track to lead the planning and delivery of the group work and workshop programmes.

The role of Sessional Worker provides opportunities to

- Work in a small, innovative voluntary organisation.
- develop skills, experience and theoretical knowledge in behavioural work with families
- Work flexible hours.
- Attend sessional worker support meetings – we hold a bi-monthly sessional worker meeting.
- Receive regular support from the Group Work Coordinators, plus 1:1 support from the Sessional Workers' Manager.

Each group or workshop usually comprises of 2-hour sessions each week for 2 weeks (workshop) and 7 weeks (or 8 weeks if it is a specialist group). You will be paid preparation time for each session. The number of groups you facilitate will depend upon our needs and your availability. You will be paid between £8.50 and £12.50 per hour dependent upon qualifications and experience. You will be reimbursed car mileage at a rate of 45 pence per mile.



## **Job Description**

### **Primary Objective**

Work with vulnerable children, young people (11-16 years) and parents and carers providing group work activity across the City of Leicester and Counties of Leicestershire and Rutland; in particular:

- facilitating, promoting and leading our group work programme for young people
  - Grounded and Positive Minds Grounded (11 - 16 years);
  - Overcoming your anxiety (11-16 years);
- facilitating, promoting and leading our group work parenting programmes
  - Living with Teenagers;
  - Positive Minds Living with Teenagers; and
  - Supporting Your Anxious Child.

### **Accountable to:**

CFF's Project Manager for Direct Line Management.

Overall responsibility to CFF's Chief Executive.

### **Work Tasks**

1. Co-facilitate the groups and take responsibility for the lead in planning, the preparation of resources and group delivery.
2. Promote and publicise the group work programmes as necessary.
3. Attend any planning and evaluation meetings as required.
4. Attend sessional workers' meetings and training as required.
5. Undertake home visits to prospective young people and parents referred to the groups as necessary.
6. Keep records in accordance with Data Protection rules.
7. Monitor information about referrals and groups as necessary.
8. Work with partner agencies and publicise CFF's group work programmes within local communities and to partner agencies and schools.
9. Work effectively and in adherence to CFF's anti-discriminatory policy.
10. Support CFF staff in collating and developing practical resources for use by peer mentors and young people.
11. Develop and maintain effective working relationships with colleagues and referrers.



## Person Specification

Please note you should provide evidence of the following criteria on your application form and at interview.

### Qualifications

1	A professional qualification in the social care field e.g. social work, health care, teaching, youth work or equivalent (NVQ level 3 Childcare and Education with Endorsement AB or C, BTEC National Certificate in Caring Services, BTEC Diploma in Caring Studies, BTEC Diploma in Childcare Studies)	Desirable
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### Experience

2	At least 2 years' experience in the last 5 years of working with young people in the age range 11 to 17 years old	Essential
3	At least 2 years' experience in the last 5 years of direct work with parents or carers	Essential
4	Current experience of working with children, young people and or their parents and carers who are facing mental and emotional health challenges.	Essential

## **Skills/Knowledge**

5	Commitment to group work and behaviour social work methods	Essential
6	Able to communicate with, and engage, young people and families effectively	Essential
7	Knowledge of Mental and Emotional Health Issues that young people face today	Essential
8	Ability to take a lead, plan services and work on own initiative	Essential
9	Excellent time management and organisational skills	Essential
10	Reliable, flexible in approach and willing to work evenings, some weekends and / or some hours during the school day.	Essential Essential
11	Knowledge of issues relating to discrimination and how this impacts on service users	Essential
12	Genuine passion for young people and for reducing the stigma around mental health	Essential
13	Able to promote and safeguard the welfare of young people	Essential
14	Confident using IT, conversant in the Microsoft office suite and a frequent email user	Essential
15	Able to travel efficiently to various venues across the City, County and Rutland.	Essential
16	Able to communicate effectively with families using an interpreter	Desirable
17	In addition to English, able to speak another language regularly used in Leicester	Desirable
18	Knowledge of how to handle personal data appropriately	Desirable