



## JOB DESCRIPTION & PERSON SPECIFICATION

<b>JOB TITLE</b>	Stronger Families Keyworker 37.5 Hours a week
<b>LOCATION</b>	Brathay Trust, City Centre BD1
<b>RESPONSIBLE TO</b>	Internal Line Manager – Leanne Delahunty
<b>AREA/TEAM</b>	Stronger Families – Keyworker team
<b>Salary</b>	£21,500 p/a – <b>contract until Jan 2023</b>

### Background

Stronger Families is jointly funded by The Big Lottery Fund and the European Social Investment Fund. Its aim is to promote social inclusion and builds on lessons learnt from the Think Family, ESF Families with Multiple Needs, and Troubled Families programmes.

- **Prevention:** to prevent or minimise the risk of problems arising;
- **Early intervention:** targeting resources on individuals or groups at high risk, or showing early signs of a problem, to try to stop it occurring;
- **Early remedial treatment:** intervening once there is a problem, to stop it getting worse and redress the situation.

The programme is being delivered in partnership with Leeds and Bradford City Councils and other multiple third sector delivery partners such as JAMES.

### ROLE OVERVIEW

The programme consists of Keyworkers and Specialist provision from a variety of Third Sector providers across the cities who will work together to provide needs led interventions for identified families.

The keyworker has a vital role in ensuring the success of the Stronger Families project

### Main duties and responsibilities:

Keyworkers will:

- Have a caseload of approximately 15 families (pro rata for part time) at any one time whilst also providing light touch support to those exiting the programme
- Conduct an initial assessment with all referred clients and their families to assess their appropriateness and eligibility for the programme and identify barriers to education, employment and training.

- Develop co-produced action plans that are centred around each individual's unique situation including the whole family.
- Support full engagement in the programme and ensure a planned and robust exit plan so outcomes can be sustained.
- Offer face to face support (and via other communication methods as appropriate) to take outcome focused practical steps to achieve positive outcomes for families in line with the outcomes of the programme
- Have an expectation that some contact may occur outside normal working hours of 9.00-5.00pm (e.g. family group sessions /activities)
- Attend and contribute to existing multi- agency meetings in their area to ensure links to existing models for co-ordinating support to vulnerable families
- Provide genuine engagement that focuses on strengths and solution focused approaches.
- Ensure the "right fit" for participants to avoid duplication with other ESIF programmes.
- Adopt outreach approaches to ensure full engagement and improving outcomes for participants
- Understand the communities they support, including religious and cultural needs and be reflective of these communities
- Be the dedicated operational link for key organisations outside the delivery partnership e.g. food banks, drug and alcohol support services or housing providers. To develop positive working links and knowledge of these services and promote this knowledge across the partnership.

Keyworkers may be involved in:

- Supporting with CVs, cover letters and application forms and skills building in this area with participants.
- Keeping accurate records, both paper based and online, including confidential records of review meetings and clients' soft and hard skills development.
- Preparing reports for Programme Managers and writing case studies
- Coaching and preparing the client for job interviews and if appropriate, attending job interviews with clients.
- Ensuring clients have access to training, work placements suitable for their ambitions and skills. This includes access to literacy and numeracy learning and referral to additional external services, for example related to health.

- Assessment of need in relation to barriers to work and seamless access to specialist provision to support.
- Coaching and supporting participants and their families to support inclusion and improve outcomes

Keyworkers will be expected to take part in keyworker forums, peer support and networks to share practice and shape good practice within a process of continuous improvement.

**Note:**

This job description is intended to provide a guide to the general duties and responsibilities of the post. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of the employing organisation.

**COMPETENCIES (BEHAVIOURS NEEDED FOR THE ROLE)** Please refer to the Brathay code of conduct for a description of the behaviours expected for all Brathay staff.

**PERSON SPECIFICATION**

Essential	Desirable
<b>Training, Experience &amp; Qualifications</b>	
<p>Relevant qualification in Information, Advice and Guidance, Social Care, Family support or Youth and Community or equivalent qualification or;</p> <p>Experience of working with families with multiple / complex needs/ employment needs</p> <p>Experience of working with Children, Young People and Families</p> <p>Experience of working towards achieving individual and team objectives, targets and KPIs</p> <p>Experience of producing clear and concise monitoring and evaluations and reports</p> <p>Must have a driving license and access</p>	<p>Experience of Early Help</p> <p>Experience of parenting skills / workshops / group work delivery</p> <p>Restorative practice</p> <p>Safeguarding</p> <p>Think Family Work Family</p> <p>Experience of identifying support needs and barriers affecting families and develop a plan of action to offer suitable interventions and progression routes</p> <p>Experience of working on ESF programmes</p>

<p>to a vehicle that can have business/work purpose insurance.</p>	
<p><b>Knowledge &amp; Skills</b></p>	
<p>Knowledge and Experience of job search, interview skills, CV writing, employability skills, welfare and financial support</p> <p>Excellent computer skills (IT skills) and the ability to complete data collection systems – paper and database systems</p> <p>An understanding of the difficulties and challenges faced by families affected by employment issues</p> <p>An understanding of the needs of people affected by employment issues</p> <p>A sound understanding and knowledge of third sector and statutory provision across the City</p> <p>Commitment to and understanding of equal opportunities and anti-discriminatory practices</p>	
<p><b>Personal Qualities</b></p>	
<p>Effective verbal and written communication skills, and the ability to adapt communication to suit the audience, e.g. service users, commissioners or staff</p> <p>Effective time management and organisational skills and the ability to manage competing work demands</p> <p>Ability to develop good working relationships with other agencies and networking and sharing good practice.</p> <p>Strong interpersonal skills and the ability to build positive relationships with children and families</p>	<p>Have a flexible approach to the demands of the post including the ability to work unsociable hours as required</p>