

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title – Parent Link Worker			
Responsible to:	Senior Family Support Worker	Salary:	NHP 4 – 6 pay band £16,302 – 16,881 per annum pro rata if part time
Hours:	To be confirmed	Location:	Will be required to work at other locations in North and East and Lower Valley areas.
Date Job Description Last Updated: January 18		By who: BM and NB	

Purpose of post

- To work within the community supporting families to access services and offer ongoing family support.
- To work as part of Sure Start Children’s Centres North and East Halifax in supporting and developing services for families

Key areas

- To promote the ethos of Sure Start Children’s Centre to the local community, providing information and advice, sign posting parents/carers to other agencies
- To work individually and as part of a team in supporting families in need and consulting the local community under the guidance of the Senior Family Support Worker
- To carry a small caseload of lower level family support work
- To contribute to the annual business and budget planning process

Responsibilities

- To lead on an agreed area of specialist work within the team, as guided by the Senior Family Support Worker

Main duties

- To work within the community to organise, promote and support events for children and their families
- To work alongside health colleagues to ensure that all new parents are contacted at the earliest possible point, to register them and make them aware of Children’s Centre services
- To work closely with Children’s Centre Managers in delivering targeted events for children and their families
- To run stay and play groups and other relevant groups for children and families within Children’s Centres
- To build local networks to support the development and partnership of work that addresses the Sure Start Children’s Centre North and East Halifax business plan targets
- To work with colleagues from other agencies to provide a multi-agency response to the needs of families that avoids duplication and encourages partnership working

- To keep up to date with relevant legislation, to work in partnership with parents/carers in the care of their children and to encourage participation in Children's Centre activities

Any other duties and responsibilities appropriate and relevant to the post, including:

- To ensure that North Halifax Partnerships Equal Opportunities policies are proactively implemented so as to promote inclusion, equality and valuing diversity throughout all aspects of the centre.
- To perform the duties specified and other duties as required from time to time under the guidance of the Area Management Team or Business Support Manager
- To have a clear understanding of safeguarding policies and procedures and to act appropriately should areas of concern arise, in line with the North Halifax Partnership (NHP) policies and procedures.

PERSON SPECIFICATION

North Halifax Partnership Ltd is an equal opportunity employer. We are committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. A disclosure and barring service check is undertaken for all staff – a caution or conviction does not automatically prevent an offer of a job and any issue may be discussed with a prospective employee.

POST TITLE:		Parent Link Worker
Criteria No	Attributes	Criteria
1	Relevant experience	Essential <ul style="list-style-type: none"> • Experience of paid work in a setting supporting families • Evidence of working with other agencies
		Desirable <ul style="list-style-type: none"> • Experience of working in a community setting • Experience of working in a school setting • Ability to demonstrate that can work within child protection guidelines
2	Education, qualifications and Training Attainments	Essential <ul style="list-style-type: none"> • GCSE in English and Maths or ability to demonstrate can work at this level • A willingness to undertake training • Relevant Level 3 qualification
		Desirable <ul style="list-style-type: none"> • IT qualification • Have undertaken any further training since gaining last qualification • Knowledge of current legislation

3	General and Special Knowledge /Ability	<p>Essential</p> <ul style="list-style-type: none"> • Good written and oral communication skills • Ability to work with parents/carers and their children • Ability to communicate effectively with a broad range of people • Ability to work on own initiative • Flexible approach to work • Awareness of equality and diversity. • Awareness of health and safety in relation to the role. • Willingness to undergo full recruitment checks including enhanced DBS disclosure. • Must be eligible to work in the UK. • Able to work occasional evenings and weekends. • Ability to travel in connection with work.
		<p>Desirable</p> <ul style="list-style-type: none"> • Understanding of community work