**New Beginnings Foundation**

**Post Programme Support Worker**

**28 hours per week**

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| **Job details** |  |
| **Job title:** | Post Programme Support Worker |
| **Salary:** | £ 18,500 |
| **Location of work:** | Flexible |
| **Directly responsible to:** | Chief Executive Officer |
| **Role:** | To provide trauma informed therapeutic support to parents who have completed the New Beginnings programme.  |
| **Hours of duty:** | 28 hours per week (4 days a week but will be required to work flexibly) for 3 years (further funding to extend the role may be provided)  |
| **Primary purpose of the job:** | This is a new role within our rapidly expanding organisation that has been introduced so that parents who have completed the 24 week New Beginnings programme can continue to receive support. This role will therefore involve working with parents who have, or still are, receiving social care intervention as a result of their children being subjected to the child protection system. All of the parents New Beginnings works with have suffered significant harm themselves at some point in their lives, therefore it is important that the post programme support worker practises, and is familiar with, a trauma informed approach. The main purpose of this role is to provide interventions that not only support parents but also offer stabilisation in terms of parents making future progress. This role will involve managing your own caseload; developing relationships with parents and other professional agencies; advocating on behalf of parents where necessary; dealing quickly and effectively with safeguarding issues as they arise.  |

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| **MAIN DUTIES AND RESPONSIBILITIES/ACCOUNTABILITES:** |
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| **The post holder will also be expected to:*** Attend and report to the New Beginnings Foundation (NBF) team meetings
* To undergo training and skills development as part of the role of post programme support worker
* To support parents who have completed the New Beginnings programme and wish to stay connected to the project
* To support peer mentors who have completed the New Beginnings programme and peer mentoring training programme
* To support and collaborate with other professional colleagues to ensure the overall objectives of the NBF are achieved
* To contribute to developing initiatives to improve efficiency and effectiveness of the service including new ideas to improve standards.
* To operate in line with the ethos, culture and overall aims and policies of the organisation
* To maintain a good working relationship with local partners
* To work flexibly and undertake, when required, other duties associated with supporting the needs of the organisation, which may be reasonably determined by the NBF Board of Trustees
* To ensure compliance with and proper implementation of health and safety procedures are followed at all times
* To maintain the necessary records gathering data on the beneficiaries and the local community
* To ensure compliance of lone worker procedures
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| Review arrangements |
| The details contained in this job description reflect the content of the job at the date it was prepared (July 2021). It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the organisation will expect to revise this job description from time to time and will consult with the postholder at the appropriate time. Please note that this role is a 3 year post.  |

**Personal Specification**

**Note to applicants:** Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

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| **Essential criteria** | **Necessary requirements – skills, knowledge, experience etc.** |  |
| **Experience**  |
|  | Educated to Level 3 or above in subjects relating to social care, mental health, counselling or psychology  |  |
|  | Experienced in working in a trauma informed way with service users or carers |  |
|  | Experienced in children and families social care and/ or adults mental health work with a good understanding of practice with families in the child protection system in order that effective advocacy and representation to beneficiaries can be provided |  |
|  | Experience in using different therapeutic approaches when working with adults  |  |
|  | Experience of working with adults on an outreach basis in the community possibly in their own homes or in other community settings.  |  |
|  | Experience in listening to adults who are encountering practical issues and working to explore possible solutions with them  |  |
|  | Experience in dealing with complex safeguarding issues  |  |
|  | Experience in enabling adults to ensure safety and stabilisation for themselves and their family.  |  |
|  | Ability to be organised, flexible and adaptable as well as being able to manage own caseload and keep timely accurate records. |  |
| **Skills** |
|  | Good listening and interpersonal skills |  |
|  | Good computer skills and knowledge of relevant software including Microsoft office packages and Google drive |  |
|  | Ability to build relationships with families who have experienced significant trauma  |  |
|  | Good communication skills- both verbal and written |  |
|  | Ability to reflect on own practice- self aware and critically reflective.  |  |
|  | Ability to work alone and as part of a team |  |
| **Knowledge** |
|  | Knowledge of working with families in the child protection system or with adults who have experienced mental health issues |  |
|  | Knowledge of co- productive or participatory ways of working with adults as well as different theoretical trauma informed approaches to working with parents and children in the child protection system. |  |
|  | Good understanding of social value and community participation in areas relating to social care |  |
| **Personal Qualities** |
|  | Good relationship building skills with families who have experienced significant trauma at some point in their lives |  |
|  | Self-motivated and resourceful |  |
|  | Ability to work on own initiative or collaboratively as part of a team |  |
|  | Ability to liaise and negotiate effectively at different levels with different local partners |  |
|  | Good organisational skills and ability to think clearly under pressure |  |
|  | Ability to act honestly, reasonably and with integrity |  |
|  | Active commitment to equality and diversity |  |
|  | Commitment to promoting the ethos and core values of NBF organisation |  |
| **Desirable** |
|  | Experience of being part of a community learning project  |  |
|  | Experience of working for a third sector organisation that works closely with families in the child protection system |  |
|  | Local resident of Greater Manchester |  |