



ParentingNI

Candidate Information Pack

For the position of

Dads Support Worker

Completed Application Forms must be returned to
Parenting NI

by

4pm, Wednesday 30th September 2020

Interviews will take place on Thursday 8th / Friday 9th
October 2020



Registered with
**FUNDRAISING
REGULATOR**



Foreword from the CEO

Dear Applicant

Thank you for your interest in the post of Dads Support Worker at Parenting NI. It is an exciting time for the Charity as we develop new services and resources which build on our success to date. We are looking for an outstanding, innovative, dynamic and energetic person, who will passionately promote our vision and mission.

Parenting NI has developed a range of highly professional and unique services which are delivered to groups of parents and practitioners in addition to the more specialist individual support. We are ambitious to continue to grow and develop these services further and a key element in doing so will be the Dads Support Worker. The post holder will have a key role supporting the Dads Project by providing telephone and face to face support to Dads who are separated from their partners and children as well as providing elements of online delivery of top tip sessions, Dads Talk and workshops.

If you share our passion to improve the outcomes for our children and young people through supporting their parents all across Northern Ireland, we welcome you to apply for this position.

Yours sincerely



Charlene Brooks
CEO

PARENTING NI BACKGROUND

Parenting NI has been supporting parents across Northern Ireland since 1979, helping them to thrive and improve outcomes for children and young people. As the leading parenting support charity our focus is on prevention and early intervention to improve outcomes for children and young people by supporting their parents. Parenting NI works in partnership with statutory, voluntary and community groups to ensure that parents are able to access the range of support they need to optimise the outcomes for their children. By working collaboratively, organisations can co-ordinate their expertise and deliver services efficiently, thereby improving the chances of better outcomes for children, young people and families. Parenting NI provides a wide range of user-informed services. We greatly value the feedback and input of parents in all of the services that we provide. As parenting changes, it is essential that the support offered to parents adapts to new challenges and that Parenting NI remains at the forefront of evidence based and evidence informed parenting support practices. Parents are both our clients, and our most important stakeholders. While we value the fantastic relationships we have built with government departments, other charitable organisations and civil society, it is essential that our forward direction is determined by what parents want.

OUR VISION of the future is one where parenting is highly valued.

OUR VALUES Through our values, we reflect an organisation that can be relied upon in all respects, and one we can be proud to work for. These values help build our common culture and guide us in all our decisions

OUR MISSION is that Parenting NI can provide a range of accessible services and support to meet the needs of those in a parenting role

OUR VALUES

- P**rofessional We will work together as a team to apply principles of excellence, compassion, communication and accountability, and by working together with other professionals aim to achieve optimal support for parents
- A**ccessible We will strive to deliver responsive and accessible parenting support and services across the region
- R**espectful We will show consideration for one another and recognise and respect each other's differences
- E**quality We will ensure all parents have an equal right to access our support and services.
- N**eeds Led Every parent has the right to a voice. We will listen to what parents need and develop services to meet those needs.
- T**rustworthy We will be open and honest in everything we do.

OUR CORE SERVICES

The key purpose of the charity is to empower parents. This is the underpinning principle of the support given through the charities services:

Parenting and Family Support

- Programmes, Courses and workshops for parents
- Dads Project – supporting separated dads across Northern Ireland
- Families Together – schools-based project in Antrim and Strabane
- Employee Wellbeing – supporting parents in the workplace
- Family Support – Home Visiting Southern and Belfast Trusts

Help and Information

- Support Line
- Web Chat
- Parenting NI App
- Podcasts on Apple Podcasts and Podbean
- Online resources including Parent Guides and Top Tips
- Parenting Week – Celebrating the important role parents play in children’s lives.

Training for Practitioners

- A range of training to enhance the knowledge and skills of those working with parents and families.
- Accredited training - OCN Level 4 Certificate in Working with Parents.
- Train the Trainer Courses

Parents Voice

- Giving parents the opportunity to have their say on issues important to them and their family online or in groups to influence government policy, planning and service delivery.
- Carrying out research with parents to understand the realities of parenting in Northern Ireland and using the findings result to advocate for parents.

TOTAL REWARD STATEMENT

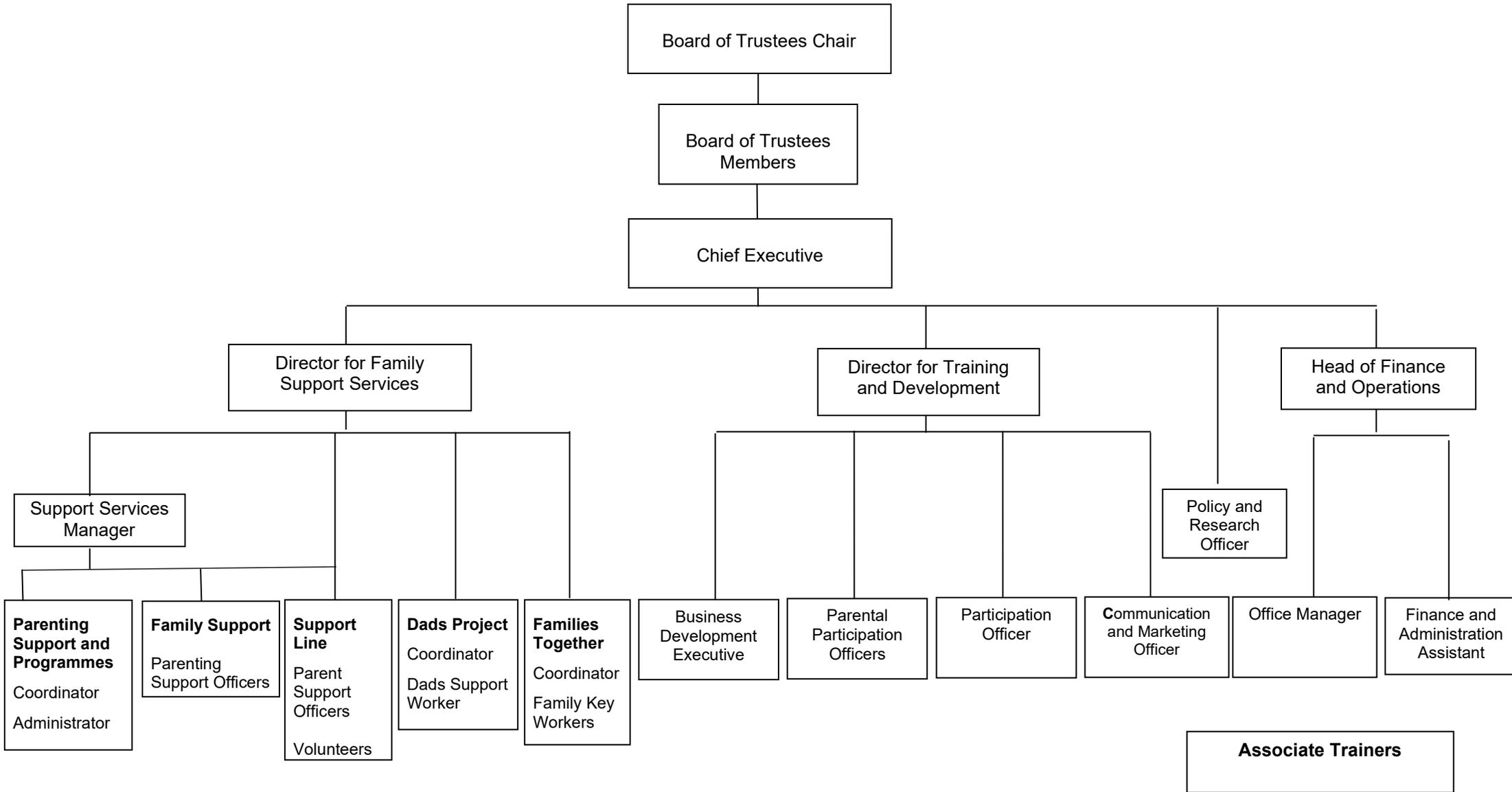
Parenting NI are committed to valuing our fantastic staff – ensuring that they continue to develop and feel fulfilled. By doing so, we can ensure that we provide support that is timely and effective, as well as retaining talented individuals who are dedicated to improving outcomes for children and parents alike.

Parenting NI values our employees and provides an enhanced package of employee wellbeing support which includes:

- Sector competitive salaries
- Enhanced paid annual leave
- Clear policies and procedures
- Mileage allowance at the HMRC rate
- Salary Sacrifice for pension, childcare and charitable giving
- 3% contributory pension scheme
- Enhanced sick, maternity, paternity and adoption pay
- Annual increments to top of scale and cost of living increase (pending Board approval)
- Time Off in Lieu in compensation of additional hours worked
- Structured Annual Performance Reviews
- Occupational Health
- Individual support through regular supervision
- Team building and staff team days
- Comprehensive induction programme
- Organisation wide training and development opportunities
- External training and development opportunities linked to role, strategic plan, individual requests and competencies
- Membership of role related organisations
- Celebration of Individual and Team success
- Kingsbridge Private Hospital Diamond Club member

In addition, Parenting NI has its own Employee Wellbeing Committee, which is facilitated by staff members for the benefit of the wider team. The Committee organises staff wellbeing talks and activities as well as promote ideas for a healthy team.

ORGANISATION CHART



JOB DESCRIPTION

Job Title	Dads Support Worker Parenting NI is the lead partner in the Dads Project, funded by the Community Fund (Big Lottery). The post holder will be required to assist with the delivery of the project.
Reporting to	Director for Family Support Services
Location	Based in Belfast
Hours	18 hours per week Wednesday 9.30am to 4.00pm, Thursday 3.00pm to 8.00pm and Friday 9.30am to 4.00pm – flexibility required to meet the emerging needs of the post
Salary	£11,035 per annum (FTE £22,683)
Pension	3% Employer contribution
Holiday	22 flexible days per annum plus 19 fixed days when the office is closed which includes statutory and customary holidays (pro rota)
Duration	Funded until December 2022 (6-month probation period)

Key Purpose of Post

The successful candidate will have a key role supporting the Dads Project by providing telephone and face to face support to Dads who are separated from their partners and children as well as providing elements of online delivery of top tip sessions, Dads Talk and workshops specific to Dads within the project throughout Northern Ireland.

Key Activities

- To provide face to face support for Dads, including online support / telephone support, who are going through separation or already separated from their families and promote the best outcomes for their children
- To deliver specific Top Tips / programmes to Dads and at times to their ex-partners to promote effective co-parenting if required

- To support the project with the promotion of workshops / sessions and programmes
- Support for ensuring attendance records are updated and recorded on the data system
- Circulate information / flyers / programme details to all contacts on databases when required
- To support project to collate and report service delivery statistics quarterly / annually
- To actively engage with relevant agencies and family courts to promote the project
- To support the project with the development of referral mechanisms and ensure referrals are acted upon in a timely manner
- To actively engage and motivate Dads to participate in the project
- To proactively engage with Dads, carrying out ongoing assessments and evaluations (using the database tools and activities and the referral process)
- To support the project to build and maintain strong community links with existing Dads as well as generate new contacts in an effective and structured manner
- To support the project with providing information for monitoring this will include the collation and input of data in relation to programme evaluations and measures
- To assist in other aspects of the project as required

Working arrangements

The post holder will be required to be flexible and due to the nature of the post, evening/weekend work WILL be required. The Dads Support Worker must be committed to the ethos and principles of Parenting NI.

PERSONNEL SPECIFICATION

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications	<ul style="list-style-type: none"> Level 3 qualification in any of the following relevant disciplines: Work with Children and Families/Family Support, Early Years/Childhood Studies, Social Work <u>directly</u> relating to Child and Family Work, Working with Parents, Counselling or Youth and Community Work 	<ul style="list-style-type: none"> A training/facilitators qualification Current safeguarding training
Experience	<ul style="list-style-type: none"> At least 2 years' experience of providing Family Support or equivalent that had a strong focus on supporting Dads. This support can have been provided via telephone, face to face, online or programmes and included processing and following up referrals. 	<ul style="list-style-type: none"> Counselling experience Compiling report to feed into Information Sharing Ability to collate information from Dads Focus Groups to devise workshops / sessions Understanding of family courts and their structures
Knowledge	<ul style="list-style-type: none"> Knowledge of issues affecting family life, particularly issues for separated Dads Knowledge of safeguarding processes Knowledge of men's emotional well being and mental health issues 	
Abilities	<ul style="list-style-type: none"> Ability to work flexibly Proficient in the use of all Microsoft Office applications i.e. MS Word, Excel, Access, Outlook and PowerPoint Excellent communication and organisational skills to include presentation delivery 	<ul style="list-style-type: none"> Working knowledge of statutory, community and voluntary sectors
Personal Qualities	<ul style="list-style-type: none"> Innovative, dynamic and energetic Professionalism Ability to work as part of a team and be self-directing within the requirements of the post Ability to maintain strict confidentiality and committed to the values of Parenting NI Eligibility to work in the UK 	

The organisation reserves the right to enhance the criteria for shortlisting
Position will be subject to an AccessNI enhanced disclosure check with barred lists checks