

<b>JOB TITLE</b>	Development Officer
<b>SALARY SCALE</b>	24-26
<b>SALARY</b>	£23,168.74 - £24,613.24 + Pension
<b>HOURS PER WEEK</b>	35 Hours
<b>CONTRACT</b>	Fixed Term 31/03/2020
<b>LOCATION</b>	Midlothian

**RESPONSIBLE TO** Positive Futures Coordinator

### **MAIN PURPOSE OF JOB**

To support families of young children to address the drivers of poverty, and to assist them in developing financial stability for themselves.

### **MAIN RESPONSIBILITIES**

Develop a strong, collaborative partnership with the local Job Centre to identify eligible families.

Support eligible families to access supports within Midlothian Sure Start.

Work with members of the Positive Futures project to provide services to families in order to address the drivers of poverty, and support them into positive destinations in order to achieve financial stability for themselves.

### **MAIN TASKS**

#### *Supporting families*

- Identify and engage eligible families with the services on offer
- Work closely with families to understand their current needs, goal set and develop a plan to achieve their goals
- Ensure families are signposted on to relevant services in order for them to achieve their goals

#### *Developing service*

- Develop promotional materials for the service and ensure they are disseminated throughout Midlothian, including on social media
- Ensure that local stakeholders understand the service and know how to refer families into the Positive Futures project
- Collect, monitor and evaluate, in collaboration with the Positive Futures Coordinator, qualitative and quantitative data

#### *Working collaboratively*

- Develop and maintain strong relationships with other Positive Futures partners, including Scottish Childminding Association, Homelink Family Support, the local Job Centres, Citizen's Advice Bureau & Local Authority staff
- Attend Midlothian Sure Start all staff days
- Attend team meetings as required

#### *Health & Safety*

- Adhere to the Health and Safety policy of the Organisation

#### *Personal development*

- In consultation with line manager, attend relevant supervision and reflective practice
- Undertake CPD as agreed with line manager
- Carry out any other duties as required by the line manager

# JOB DESCRIPTION

## PERSONAL SPECIFICATIONS / REQUIREMENTS

	Essential	Desirable
<b>Qualifications</b>		
HNC in Social Care/Dip Social Work/BA Community Education/equivalent	✓	
<b>Knowledge</b>		
Family dynamics & relationships (especially of families with young children)	✓	
The impact of trauma on children and through the lifespan	✓	
The issues that affect families with children, including issues pertaining to the local area	✓	
The benefits system, including services available to support families		✓
Education, work and volunteer systems that families can access, and routes of access		✓
<b>Experience</b>		
Supporting families to engage with services	✓	
Working with parents in building their self-esteem and confidence		
Promoting services within the local community	✓	
Operate as a member of a team	✓	
<b>Skills</b>		
Initiative, creativity, self-direction, self-awareness & flexibility	✓	
Effectively communicate with a range of people including parents, children, students, colleagues and staff from other agencies	✓	