



# MIDLOTHIAN SURE START

**Job Title:** Positive Destinations Officer

**Main Purpose of Job:**

To develop, deliver, monitor & evaluate a program of activities and support for Parents and Carers to work towards Positive Destinations, such as Education, Volunteering, Apprenticeships and Employment within the Mayfield/Easthouses area.

**Main Tasks**

***Development Work***

- Research the area regarding Positive Destinations, liaising with stakeholders to ensure that work is informed by evidence and sector leading practice;
- Consult with members of the Organisation and community (for example, local employers, colleges, the Local Authority) to source opportunities for Parents/Carers;
- Develop new volunteer opportunities for Parents/Carers internally;
- Create:
  - A process for families interested in pursuing Positive Destinations, including an information pack and recruitment process;
  - A package of support for Parents/Carers whilst they are pursuing Positive Destinations;
  - A pathway for Parents/Carers to progress through the 'program';
  - An induction and training process for Parents/Carers, including the development of any in house training that can be reasonably expected; and,
  - A formal ending to the 'program' to celebrate achievement.
- Liaise with the Executive Team regarding appropriate fundraising for the service including contributing to grant and funding applications.

***Service Delivery***

- Co-ordinate and deliver the program of activities for Parents/Carers including:
  - Recruitment of Parents/Carers which involves interviewing candidates;
  - Induction of Parents/Carers and ensuring they have the appropriate checks in place to commence in their role (for example, PVG check);
  - Attend the first session at the respective Positive Destination with Parents/Carers if necessary;
  - Support of Parents/Carers, including meeting with the Parents/Carers on a regular basis and carrying out a support session identifying areas for support;
  - Organise training, peer mentoring and recognition ceremonies as required; and,
- Create strong links both internally and externally to promote the service and ensure that services are joined up.



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## ***Monitoring & Evaluation***

- Define, in co-ordination with the Executive Team and Line Management support, the data to be collected for the project, ensuring it correlates with other services within the sector;
- Develop processes by which to monitor and evaluate this data;
- Develop and maintain an model of continuous improvement for the service using data and qualitative feedback;
- With administrative support, ensure that information can be recorded on the Database;
- Compile reports as required i.e. quarterly board reports, end of year reports; and,
- Ensure that information is being appropriately shared, in accordance with legislation and Organisational policies.

## ***General Duties***

- Carry out general clerical tasks related to the post;
- Attend meetings as required;
- Attend regular support and supervision with the Line Manager;
- Attend events and training within the organisation; and,
- Any other duties arising and pertaining to the post.

## **Education/Vocational Qualifications Required**

HNC in Social Care or Community Education, or equivalent qualification is essential. The applicant must be prepared to join the PVG scheme.

## **Experience Required**

Experience of working with adults is essential. Experience of supporting Parents/Carers is desirable, as is a strong understanding of the training and development sector. Knowledge of and experience in community learning and development is also desirable.

**Please note this role is on a fixed contract for a period of nine months.**



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## Personal Specification

### THE PERSON

- This post requires a person who is flexible and demonstrates a can-do attitude.
- This post requires a person who has the ability to communicate effectively with children, parents, students, colleagues and staff from other agencies.
- This post requires a person who must be able to use your own initiative, have a level of creativity, have self-direction and also self-awareness.
- This post requires a person who can multi-task and perform well under pressure.

### REQUIREMENTS

- HNC in Social Care or Community Education, or equivalent is essential.
- Experience of working with adults is essential.
- Experience of supporting Parents/Carers is desirable.
- Strong understanding of the training and development sector is desirable.
- Knowledge and experience in community learning and development is also desirable.
- You will need to have a satisfactory PVG Certificate
- Good interpersonal and communication skills are essential
- Desirable to hold Full UK Driving Licence.

### THE PACKAGE

- Salary of £24,646 - £27,243 pro rata (Salary Scale 27 - 30)
- Workplace Pension
- Generous holiday entitlement
- In-house training with the opportunity to access external training
- Working as part of an ever growing supportive Organisation
- An opportunity to make a difference to the lives of our families and our community.