



Nottingham & Nottinghamshire Refugee Forum

Children and Families Worker

JOB DESCRIPTION

Post:	Children and Families Worker
Hours:	37 hours per week Occasional evenings & weekends may be required
Duration	2 years
Location:	Sycamore Centre, 33a Hungerhill Rd, Nottingham, NG3 4NB
Salary:	£22,000 per annum
Responsible to:	Advice Services Manager

JOB SUMMARY:

Enabling happy and healthy refugee and asylum seeking children in Nottingham

MAIN DUTIES & RESPONSIBILITIES

Service Delivery

- Provision of one-to-one casework for refugee and asylum seeking children (0 – 15 years old) many of whom are very vulnerable, including those who are under threat of deportation, seeking voluntary return, young carers and who may have mental health problems.
- Work with the client group to identify barriers to accessing necessary services (sports clubs, teachers etc.).
- Make referrals for children to specialist services as necessary (CAMHS; CAF, GPs, NRPF, schools etc.).
- Set up a programme of specific events and activities for children during the school holidays.
- Work with the Communities of Identity service providers in the city to identify gaps in service which can be filled at a community level.
- Work with NNRF and external youth teams and organisations to identify and promote child play and therapeutic activities and interventions.
- Set up and maintain materials for families in Nottingham in their own languages for services and activities, particularly during the school holiday.
- In conjunction with the Volunteer Coordinator, recruit, train and manage a group of volunteers to help with above.

Partnership Work/External Links

- Liaise with parents and service providers to facilitate all appropriate support e.g. access to pre-school and school provision and educational financial support for the children.

- Organise and deliver training for statutory services working with these children, in order to increase awareness of the specific needs of the client group and promote best practice.
- Ensure that NRPF children are receiving all available support and negotiate with Children's Services around provision of accommodation.

Monitoring & Evaluation

- Maintain effective monitoring and evaluation processes.
- Write accurate and timely reports for NNRF and stakeholders.
- Work with set monitoring and evaluation systems to collect data which will be used to feed into local and national campaigning.

Organisational Responsibilities

- Participate in own supervision and appraisal process and attend staff and team meetings.
- Work with other staff as designated, help prepare and set up events such as Refugee Week, conferences and AGMs.
- Support other NNRF services i.e. General Advice, when required.
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post, subject to the proviso that any changes of a permanent nature will be incorporated into the Job Description in specific terms, following consultation with the postholder.

This list of duties & responsibilities is not intended to be exhaustive. The post holder will be expected to perform additional tasks when required; these tasks will be in keeping with the general profile of the role.

PERSON SPECIFICATION

Candidates will be short-listed on the following specifications and need to address each of them in their application.

All relevant experience whether paid or voluntary, in the UK or overseas may be included. NNRF values different & creative ways of working.

E – Essential, D – Desirable

Qualifications

- Educated to degree level in relevant subject (e.g. child psychology) or equivalent experience through practice (E)
- OISC level 1 or a willingness to work towards it (D)

Experience

- Experience working with vulnerable children and families, preferably from asylum seeking backgrounds e.g. family support (E)
- A knowledge of the statutory and specialist provision for this group e.g social care, children's services (E)
- Experience of successfully managing a complex caseload (E)
- Efficient budget management (E)
- Experience of working within safeguarding parameters (E)
- Experience of developing and delivering training, preferably to non-specialists or community groups (E)
- Recruiting, training and working with and managing volunteers (E)
- Experience of working with multiple partners and stakeholders (E)
- Writing reports for stakeholders (E)

Abilities

- An understanding of, and empathy with, the needs and hopes of refugees and asylum seekers (E)
- An understanding of working in the voluntary sector and the constraints associated with limited resources (E)
- Ability to work effectively with others (E)
- An ability to think innovatively and utilise problem solving skills (E)
- Effective communications skills at all levels, both verbal and written (E)
- Ability to meet objectives and targets on time and to budget (E)

Personal Qualities (All Essential)

- Proven commitment to supporting refugees and asylum seekers

- Strong commitment to Equal Opportunities and respect for diversity
- Able to relate sensitively to a wide range of people from many different ethnic religious and cultural backgrounds
- Able to empathise with the life experiences of refugees and asylum seekers and recognise their possible effects on needs, attitudes and behaviour
- Understanding of the importance of maintaining confidentiality and an awareness of measures that are needed to ensure it
- Able to maintain good professional relationships with colleagues in other agencies
- Able to work in a co-operative, supportive manner within a small team
- Out-going, friendly personality; calm under stress
- Good time-manager, able to work on own initiative