

FATHERS WORKER YOUNG PARENTS PROGRAMME

SECTION A: JOB DESCRIPTION

1. ORGANISATION: ROMSEY MILL
- ADDRESS: HEMINGFORD ROAD
CAMBRIDGE
CB1 3BZ
- TEL.NO. - (01223) 2213162
2. JOB TITLE: **ROMSEY MILL FATHERS WORKER (YOUNG PARENTS PROGRAMME)**
3. RESPONSIBLE TO: YOUNG PARENT PROGRAMME CO-ORDINATOR
4. JOB PURPOSE: To develop and lead Romsey Mill's Fathers Work within Cambridge City, creating opportunities with fathers, particularly young fathers, to overcome disadvantage, promote inclusion and develop personal, social and spiritual wellbeing. This will be achieved through 1:1 support and home visiting, providing tailored groups for fathers to attend with and without their children, offering training and employment information, advice and guidance and supporting fathers' engagement with their children and in early years settings.
5. MAIN RESPONSIBILITIES:
- 5.1 Home visiting and 1:1 support:
- Undertake home visits in accordance with good practice and risk management procedures
 - Identify needs of fathers and develop appropriate support
 - Provide information, advice and guidance
 - Engage fathers through outreach, encouraging them to participate in the antenatal programme as appropriate
 - Provide specific support and advice for fathers who have limited contact with their children
 - Offer information and advice relating to sexual health.
- 5.2 Group Support:
- Support fathers to attend antenatal sessions at Romsey Mill at the appropriate time
 - Support fathers in their parenting and develop support groups in partnership with young fathers based on identified needs and interests
 - Provide transport for 'hard-to-reach' fathers to access support
 - Work alongside partner agencies in Cambridge City to support the delivery of tailored groups for fathers
 - Work across and into Romsey Mill's Social Inclusion Programme to engage young fathers in positive activities such as football and the creative arts
 - Develop opportunities to undertake sexual health work with fathers including providing relevant information and signposting to other services

5.3 Progression:

- Work alongside the YPP and SIP Progressions Workers to encourage and enable fathers to access appropriate training and employment opportunities
- Encourage and support participants in establishing links with their local Early Years settings (Children's Centres)
- Encourage and support fathers to establish links with relevant community groups within churches and other organisations.
- Facilitate father's exploration of their values and beliefs and the faith-based motivation of Romsey Mill's work, thereby encouraging their spiritual development

5.4 Christian Ethos:

- To participate in the spiritual life of Romsey Mill (through active involvement in staff team prayer time, theological reflection and other spiritual development opportunities) and to sustain the Christian ethos of the organisation.
- Be a face-to-face contact with the public, representing the organisation to existing and potential stakeholders, embodying Romsey Mill's Christian ethos, and helping to realise Romsey Mill's Christian aims.

5.5 Research and Development:

- Research, develop and design new responses to effectively support fathers living in Cambridge City, drawing on effective work in other areas.

5.6 Inter-agency work:

- To work alongside partner agencies in Cambridge City to support the delivery of tailored groups for fathers
- Ensure that there is a notification system in place for fathers being used effectively by other professionals.
- Promote the needs of fathers to other organisations and agencies.
- Promote the Young Parents Programme to other organisations and agencies
- Ensure that effective inter-agency work is developed, particularly with agencies already working with the referrals

5.6 Information Management:

- Ensure management information is accurately and timely recorded using Romsey Mill's management information systems
- Provide information on programme activity as requested

5.7 Monitoring and Evaluation:

- Complete evaluations for all work undertaken
- Provide written and verbal reports as required
- Monitor 'distance travelled' of young parents in the Programme including hard and soft outcomes

5.8 Safety:

- Ensure the health and safety of children, young people and staff in line with Romsey Mill's Health & Safety at Work Policy, Safeguarding Children and Young People Policy and other legislation as appropriate.

In addition to the duties set out in this job description the worker may, from time to time, be required to undertake additional or other duties as necessary within his or her capabilities and status to meet the needs of Romsey Mill.

6. SCALE AND IMPACT

The worker will work alongside the Young Parents Programme Development Worker and YPP Progressions Worker and have responsibility for outreach and engagement of fathers in YPP programme and other appropriate services, assisting them in the development of effective pathways of progression to engagement with services, groups and interdependent living. He/She will share responsibility for Romsey Mill's Programme facilities, rooms and equipment. He/She will work alongside volunteers and students working within the YPP.

7. DISCRETION TO ACT

The worker will have authority to act within the parameters set by the Young Parenting Programme Co-ordinator. The worker will be directly supported by the YPP Co-ordinator, and indirectly supported by the Executive Director.

8. ENVIRONMENT

Romsey Mill's main centre on Hemingford Road consists of various offices, meeting/training rooms, an arts/media suite, coffee bar, a large 'activities' hall and other amenities. The worker will also make use of community facilities, including schools and engage in detached/outreach work across the city.

9. RELATIONSHIPS

Internal - The person appointed will work directly with fathers and their children in group and one-to-one settings or with fathers independent of their children. The worker will join the Young Parents Programme Team, currently made up of the YPP Manager, YPP Progressions Worker, Outreach and Engagement Worker, Crèche workers, and volunteers. The YPP Team is part of a wider Programme Staff Team made up of staff across various areas of Programme work. He/she will be expected to meet regularly within these teams and with his/her own line-manager. The worker may also be required to meet occasionally with the board of Trustees of Romsey Mill.

External - The person appointed will be expected to work with other voluntary and statutory agencies locally such as Connexions, Student Support, Children's Centres, Centre 33, Peter Maitland Court, Learning providers, Youth offending. Additionally the person appointed may occasionally need to communicate/work with regional and national groups and networks such as Skills for Life, Teenage Pregnancy Strategy.

SECTION B: PERSON SPECIFICATION

1. QUALIFICATIONS

Essential

Applicants should have a very good general education to level 3 (NQF) including level 2 (GCSE equivalent) or above in English and Maths.

Desirable

It would be a distinct advantage for the person appointed to be educated to have a relevant professional qualification to level 3 or above (National Occupation Framework).

2. EXPERIENCE AND SKILLS

Essential

- A minimum of two years' experience in creating and developing opportunities and educational programmes with 'hard-to-reach' young people (those facing social exclusion, disadvantage and disaffection) from deprived communities
- Have a working experience of 'outreach'
- Experience of running group work with young people
- Experience of providing information, advice and guidance to young people
- Experience in facilitating young people's exploration of their values and beliefs thereby encouraging their spiritual development
- Excellent communication and listening skills
- Hold a current drivers licence (essential)
- Willing and able to drive a minibus (D1 or Midas permit) or commitment to undertake test
- Ability to plan and prioritise workload within a context of multiple demands
- Experience of inter-agency working
- Knowledge of Equal Opportunities
- Experience of Health and Safety management
- Practical understanding of Safeguarding children and young people procedures

Desirable:

- Experience of working with fathers
- Some experience of working with and managing volunteers

3. ATTRIBUTES

Essential:

- A person who actively identifies as a Christian, committed to the beliefs outlined in Romsey Mill's statement of faith, able to actively contribute to the aims, values and ethos of the organisation
- A confident and articulate individual able to communicate effectively with young fathers, their friends and family members, other workers and members of the wider community
- Someone who empathises with young fathers
- Flexibility over hours of work
- Ability to work effectively as part of a team and under your own initiative
- Integrity
- Dynamic and enthusiastic
- Creativity and flair
- Ability to work under pressure

SECTION C: TERMS AND CONDITIONS

1. **SALARY** £19,126 - £21,519 FTE

2. **HOURS OF WORK:**

The number of hours will be flexible, Monday to Saturday, including some evening sessions. Please refer to contract of employment for further details. There must be recognition of the need for flexibility and some weekends will need to be worked. Overtime is not normally paid, but time off in lieu may be given as agreed with your line manager.

3. **PAID LEAVE ENTITLEMENT:**

You are entitled to 25 days annual paid holiday plus public holidays (pro rata). Full details as given in contract of employment.

4. **SICK PAY PROVISION:**

Romsey Mill operates a discretionary Sick Pay Scheme for employees. Please refer to contract of employment for further details.

5. **PENSION ENTITLEMENT:**

Romsey Mill operates a Group Pension scheme. Please refer to contract of employment for further details.

6. **PERIOD OF NOTICE OFFERED AND REQUIRED:**

You are required to give one month notice following probationary period. Romsey Mill is required to give a period of one month to the employee. Please refer to contract for further details.

7. **CONDITIONS OF APPOINTMENT:**

The employment will be subject to satisfactory references and CRB check. This post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and (Exceptions) (Amendment) Order 1986.

8. **IN-SERVICE TRAINING:**

The person appointed will be expected to participate in In-service Training Modules and other learning opportunities as deemed appropriate by your line manager, for which budgetary provision will be made.

9. **MISCELLANEOUS:**

The YPP Coordinator will be responsible for carrying out regular supervision sessions and work reviews with the post holder. From time to time there may be a requirement to travel on Romsey Mill business outside the immediate locality and occasional overnight visits.