

January 2010

For the attention of all applicants

**Re: Older Children's Services Development Officer- Contact a Family, Southwark
Six month contract**

Thank you for your interest in this vacancy. The job pack consists of the following documents:

- Application Form*
- Staff Benefit Details
- Equal Opportunities Monitoring Form*
- Guidance Notes*
- Background Paper
- Job Description/Person Specification

Please note that the closing date for applications is **9 February 2010**. Interviews will be held in the Southwark Office, on 22 February 2010.

If you do not hear from us by the interview date it does mean that we have not been able to include you on our shortlist.

Completed applications should be sent by post to:

HR Recruitment
209-211 City Road
London EC1V 1JN

Or sent by email to: recruitment@cafamily.org.uk

Pat Johnson
HR

* Can be downloaded from our website.

Incorporating **The Lady Hoare Trust**

Registered Office: 209-211 City Road, London EC1V 1JN

Registered Charity Number: 284912 Company Limited by guarantee

Registered in England and Wales Number: 1633333

Charity registered in Scotland Number: SC039169

VAT Registration Number: GB 749 3846 82

Staff Benefits

Older Children's Services Development Officer- Contact a Family, Southwark

Salary

- Pay range £28771 -£30351 gross per annum (inclusive of London Weighting if applicable) Scale points 30-32. The pay range is drawn from the NJC scales appropriate to the not-for-profit sector. Incremental progress where appropriate occurs on the yearly anniversary of the start date.

Annual Leave

- 25 days per year pro rata plus one extra day pro rata for each completed year of service up to a maximum of 30 days after five year service. Holiday year runs January – December.

Concession Leave

- 3 days a year for the period of office closure between Christmas and New Year. Pro rata for part time employees.

Probationary Period

- 3 months

Hours of Work

- 35 hours a week. Normal office hours are observed but flexibility can be arranged in most areas of work. Family Friendly and Work Life Balance policies are observed.

Pension Scheme

- Private pension scheme available through Friends Provident. 5% contribution rate for employee and employer.

Employee Assistance Programme

- Covering employees and their families, a full EAP free counselling service is provided through PPC (Positive People Company).

Season Ticket Loan

- Yearly season ticket purchase available after six months satisfactory service, repayable over a ten month period.

Home Working

- Home workers are provided with all relevant IT equipment with support from the central IT Department.

Lone Working

- For employees required to travel and work across the UK, safety systems are provided through the Guardian 24 Security system.

Contact a Family

Equal Opportunity Monitoring Form

The completion of this form is voluntary, but the information it contains helps us to monitor and improve our equal opportunities policies and procedures. **This sheet is removed from the application form before the short-listing process, thus ensuring that all short-listing is based on merit.**

1. Full Name:	
2. Job Applied For:	
3. Date of Birth	4. Marital Status
5. Gender: Male / Female (delete as appropriate)	6. Nationality:

7. I belong to the following ethnic grouping: (tick as appropriate)

A: White A1: British A2: Irish A3: Any other white background (please specify)	D: Black or Black British: D1: Caribbean D2: African D3: Any other black background (please specify)
B Of mixed race: B1: White & Black Caribbean B2: White & Black African B3 : White & Asian B4: Any other mixed background (please specify)	E: Asian or Asian British: E1: Indian E2: Pakistani E3: Bangladeshi E4: Any other Asian background (please specify)
C: Chinese:	F: Any other ethnic group (please specify)

8. Do you consider yourself to have a disability? Yes / No

9. Do you have any disability for which special arrangements should be made, either in an interview or employment situation? If so, please specify the nature of the disability and your requirements:

10. Are you a carer of a disabled child under the age of 18: Yes / No

I understand that this information may be stored and processed as part of the Contact a Family Monitoring of equal opportunities and I give my consent to my details to be used for this purpose.

Signed: **Date:**

Guidance Notes for Applicants

Filling in the application form

- Please complete all parts of the application form. **(CV's may be attached but will not be accepted in place of an application form).**
- Show clearly how your experience, knowledge, skills and abilities are relevant to the requirements of the person specification.
- Give full details of your duties in your present or most recent job. This may be a voluntary role. Do not miss out experience gained in previous jobs, but select the most relevant points. Also include details of any skills or experience gained from voluntary, committee or community work, etc.
- Use extra sheets if necessary, noting your name and the post you have applied for at the top of each sheet.
- Check the closing date to allow time for your application to reach us.
- We suggest you keep a copy of your completed application.
- Contact a Family does not usually acknowledge receipt of application forms unless specifically requested and a stamped, self-addressed envelope is enclosed. **Please note that if you have not been contacted by the advertised interview date then unfortunately you have not been successful in your application.**

Short-listing

When short-listing we will be looking for evidence that you have the knowledge, experience, skills and abilities to do the job as detailed in the job description and person specification. These provide the essential criteria against which your application will be assessed. The short-listing panel will not have access to the monitoring details you provide.

Disabled candidates

Contact a Family welcomes applications from disabled candidates. Please make us aware of any reasonable adjustments we may need to make for you as a disabled person and particularly address any special requirements you may have if you are invited for interview.

Equal Opportunities Monitoring

For statistical purposes please complete and return the monitoring form. As stated above the form will be detached from your application form before the short-listing exercise.

Criminal Record Declaration and the Criminal Records Bureau & Central Registered Body in Scotland Disclosure Service

The declaration must be completed. Contact a Family is an organisation that provides services for families of children with disability. You will appreciate therefore, that Contact a Family must be particularly careful to enquire into the character and background of applicants for appointments to posts that (a) involve contact with children or supervise those who have contact with children, (b) who are in positions of trust and influence and (c) who, by virtue of the authority and responsibility inherent in the post they hold, might be expected to be positively suitable to work with children. Seeking this information is not, in anyway, to reflect upon applicants integrity but is necessary to protect the vulnerable and to assist us in making safe recruitment decisions.

If you wish to check any aspect of this, further details are available on the CRB website www.crb.gov.uk or their

CRB information line 0870 909 0811. The declaration form is not part of the short-listing process

We aim to make the application process as straightforward as possible. If you have any further questions regarding your application, the Disclosure or monitoring processes, or require any further general guidance or information about Contact a Family please contact a member of our Human Resources Department 020 7608 8766 or email recruitment@cafamily.org.uk

Thank you for applying to Contact a Family.



SOUTHWARK BACKGROUND PAPER

Contact a Family works with families in the London borough of Southwark who have children with any form of disability or additional need, aged 0 - 19. This includes families who have children with rare and life limiting conditions.

Since the project began in 1996, Contact a Family in Southwark has grown to be a respected user led voluntary organisation which is highly valued by both users and professional partners. We currently maintain contact with about 425 families and our team has also grown in response to the need and now consists of eleven posts.

By fully utilising all the funding sources available to us, the organisation currently offers the following wide range of services to families:

- Outreach Workers who provide face to face information and advice as required in response to identified need
- A dedicated information, advice and support service which is delivered through Children's Centres on a borough wide basis.
- Grapevine - our specialist newsletter for families and professionals
- Resources from Contact a Family, National Office
- Multi-media resources located in the Information and Resource Room
- A yearly programme of workshops designed to address the information needs of groups of families
- A programme of social events and activities designed to engage families in inclusive leisure opportunities and recreation.
- Facilitation and development of the Southwark Parent Carer Council. This includes parent consultation work, undertaken across the borough
- Telephone support, available Mon- Fri 9am - 5 pm
- Linking families together for the purposes of mutual support through activities and events and workshops.

The project is funded in a number of ways through different agencies. These include Southwark Council, Southwark Local Area Grant, dedicated funding from the Children's Centres initiative and from trusts such as Daytrippers, and Help a London Child.

Located in a diverse, multi-cultural borough, Contact a Family, Southwark has been particularly successful in attracting membership from black and minority ethnic families who often find it difficult to access mainstream services. We actively use the diversity of experience found amongst our staff, members and steering committee to ensure that we remain an inclusive organisation.

Contact a Family, Southwark works in partnership with many other agencies to raise the profile of families with a child with a disability or additional need. We are respected partners at a strategic as well as an operational level, being active members of several multi agency groups in the borough. We have strong links with Community Action Southwark and therefore have connections with many other voluntary and community groups.

The staff at Contact a Family, Southwark are operationally managed and supported by the national Contact a Family office. In return, we contribute to the organisation as a whole in support of its overarching vision and mission.

Contact a Family's vision is that all families with disabled children are empowered to live the lives they choose to live, and achieve their full potential, for themselves, for the communities they live in and for society.

Contact a Family's mission and purpose is to remove the barriers imposed by society which prevent families with disabled children achieving their full potential, and to empower these families to live the lives they want to lead.

This year, Contact a Family is celebrating 30 years of strengthening families with disabled children.

We welcome your interest in our work and in this position and look forward to receiving your completed application.

Contact a Family, Southwark

Contact a Family

Job Description

Job Title:	Older Children's Services Development Officer- Contact a Family, Southwark
Responsible For:	
Responsible To:	Project Manager, Contact a Family Southwark
Department and Location:	Walworth Methodist Church, 54 Camberwell Road, London SE5 OEN
Salary:	Grade 30-32 £28771 - £30351 pro rata
Hours:	35 per week
Annual leave entitlement:	5 weeks per year plus one day for each additional year served up to a maximum of 6 weeks (pro rata for part-time employees). See the staff Handbook for details
Job Purpose:	The purpose of the post will be to engage with potential partners (such as other voluntary and independent agencies) in the provision of services to families caring for a child/young person with a disability or additional need approaching adulthood
Main Duties:	<p>Mapping</p> <ol style="list-style-type: none"> 1. Map current provision, capacity, 'will' to be part of a strategic approach to transition services throughout the statutory, voluntary and independent sectors of the borough 2. Map current need (NB there is no provision in the current transition strategy for carers or young people other than those at the top of the need triangle) <p>Co-ordination</p> <ol style="list-style-type: none"> 1. Use this knowledge to inform an agreed course of action by partners as part of an overarching transition strategy. 2. Research alternative sources of funding for ongoing carer support. <p>General support</p> <ol style="list-style-type: none"> 1. To be responsive to the needs of families from the many different communities living in Southwark. 2. To link families with other families, support agencies and services as appropriate to the individual needs of the family and their disabled children. 3. To provide specific information and impartial advice to families who have disabled children approaching adulthood. This is likely to include benefits and grants, out of school and leisure provision, education procedures, transport and equipment and other topics.

	<p>Interagency Work</p> <ol style="list-style-type: none"> 1) To work with Health, Education and Social Services and colleagues from the voluntary sector in order to: <ul style="list-style-type: none"> • improve interagency working, particularly regarding transition. This will involve networking, influencing and motivating others • contribute towards the development of holistic and seamless services for children and families • contribute to relevant meetings and forums that will advance the work of Contact a Family 2) To attend and contribute to strategic level transition meetings within the borough, influencing local policy makers
<p>Cross functional duties:</p>	<ol style="list-style-type: none"> 1) To work with the colleagues in order to produce appropriate information and publicity materials for all families. 2) To work with other members of the team in order to deliver a programme of information awareness raising sessions/workshops for parents on specific topics according to needs identified by parents. 3) To support and participate in events and activities as appropriate. 4) To contribute towards the production of the regular newsletter, Grapevine. This is an important regular method of communication with parents, professionals and supporters in Southwark. 5) To maintain regular contact with the project's Steering Committee and attend meetings when necessary. The Project Manager is the key contact.
<p>General:</p>	<ol style="list-style-type: none"> a) Our aims and objectives are set out in the current Strategic Plan. Policies such as Equal Opportunities, Health & Safety etc., are in the Staff Handbook. Staff are expected to work within these aims, policies and procedures. b) The post-holder will be expected to assist with any reasonable administrative duty at the request of the line manager for the post. c) All members of staff are expected to participate in appropriate team meetings held to discuss particular topics. Staffs are also expected to attend training events relevant to their specific responsibilities. d) All staff have supervision meetings, receive support and an annual appraisal incorporating their training and personal development needs. e) Participate in forums and meetings that operate within Contact a Family, such as Project days, and utilise resources available across the organisation as appropriate. Keep up to date with relevant new developments, policies and guidance.

This is a description of the job as it currently stands. It is the practice of the organisation to periodically examine job descriptions and to update them to ensure that they relate to the role as it is being performed. All changes are discussed with employees before they are implemented.

Contact a Family Person Specification

The person appointed will be expected to have the key essential skills, knowledge and experience listed below. The items under the heading 'desirable attributes' will also be useful for Contact a Family and the post holder. However, candidates who do not have these desirable attributes should not be deterred from submitting an application.

Job Title:	Older Children's Services Development Officer- Contact a Family, Southwark
Essential skills, knowledge and experience	<ol style="list-style-type: none"> 1. Experience of working with and supporting families who have disabled children. 2. Knowledge and experience of the issues and concerns that affect families who have disabled children e.g. Benefits, leisure provision, education, short breaks. 3. Knowledge and understanding of transition issues including statutory processes. 4. Experience of developing communities. 5. Good organisational and administrative skills e.g. word processing, short report writing, evaluation, monitoring and diary planning. 6. Ability to communicate clearly with a wide range of people including parents, children, social workers, health professionals and colleagues from other voluntary and statutory organisations. 7. Ability to network, influence and motivate others. 8. Ability to participate at a strategic level to influence local decision makers around transition issues. 9. Commitment to equal opportunity practice. 10. Ability to work in a busy team and to maintain effective working relationships. 11. Self motivating and flexible. The person will often be working on their own initiative and will need to feel comfortable with this.
Desirable skills, knowledge and experience	<ol style="list-style-type: none"> 1. Ability to use initiative to gain access to 'need to reach' communities. 2. Local knowledge of London Borough of Southwark