



## Recruitment Pack

# Parent/Carer Support Worker

Edinburgh

November 2024



With Kids is a Company Limited by Guarantee with Charitable Status. Company number SC343897, Charity number SC022467. Registered address is With Kids, 15 Annfield Place, Glasgow, G31 2XE. [www.withkids.org.uk](http://www.withkids.org.uk)



### Parent/Carer Support Worker

<b>Salary:</b>	<b>Pro rata 0.2 and term time of £30,192 which is the full time equivalent per annum.</b>
<b>Hours:</b>	<b>7 hours per week, on a Monday only</b>
<b>Contract:</b>	<b>Fixed term for 1 year, Term Time</b>
<b>Reports to:</b>	<b>Clinical Manager, Edinburgh</b>
<b>Closing Date:</b>	<b>12 noon Wednesday 20<sup>th</sup> November 2024</b>
<b>Interviews:</b>	<b>28<sup>th</sup> and 29<sup>th</sup> of November 2024</b>

With Kids is a leading Play Therapy organisation providing an early intervention approach to children's mental health in Glasgow, Edinburgh and West Lothian. We provide individual therapeutic support to children who need it most, alongside practical and emotional support to their parents/carers.

We are seeking to appoint a Parent/Carer Support Worker, starting as soon as possible to work on a Monday in Wester Hailes Healthy Living Centre.

The post-holder will work alongside a play therapist to provide holistic, strengths-based support to families. While the child engages in play therapy, the Parent/Carer Support Worker will focus on providing parents/carers with support tailored to their needs.

Working alongside partners in Wester Hailes, the post-holder will support a caseload of parents/carers who are identified as requiring specific 1:1 support, while also learning how to better understand and support their child's emotional needs and behaviours.

This position is fixed term for 1 year (from start date).

<b>Job Description</b>			
<b>Job Title:</b>	Parent/Carer Support Worker		
<b>Salary Scale Grade / Salary:</b>	Grade C	<b>FTE:</b>	0.2
<b>Reports to:</b>	Clinical Manager, Edinburgh		
<b>Direct reports:</b>	None.		
<b>Budget:</b>	None.		
<b>Job Location:</b>	Edinburgh		
<b>Purpose of the role</b>			
<p>Working alongside partners in Wester Hailes, the post-holder will support a caseload of parents/carers who are identified as requiring specific 1:1 support, while also learning how to better understand and support their child's emotional needs and behaviours.</p> <p>The post-holder will work alongside a play therapist to provide a holistic, strengths-based, trauma informed approach to supporting families. While the child engages in play therapy, the Parent/Carer Support Worker will focus on providing parents/carers with support tailored to their needs.</p>			
<b>Key areas of responsibility</b>			
<p><u>Main Duties</u></p> <ul style="list-style-type: none"> <li>• To work with parents/carers on a one-to-one basis to address their personal needs, to identify and build on their strengths.</li> <li>• Support parents/carers to build on their parenting skills, taking into account culture, values and lived experience.</li> <li>• Work in partnership with parents/carers to increase resilience, support positive family relationships and bonding, and improve health and wellbeing.</li> <li>• Working alongside the play therapist to help the parent/carers better understand and support their child's emotional needs and behaviours.</li> <li>• Strengthen connection with, and facilitate access to, local resources, activities and support services for families, helping them to overcome any barriers to engagement.</li> <li>• Liaise with professionals and agencies involved with the families.</li> <li>• Carry and manage a case load of parents/carers.</li> <li>• Build and maintain effective, supportive and trusting relationships with parents/carers, school communities and other professionals as appropriate</li> <li>• Build positive relationships with the community, taking all opportunities to promote the organisation and enhance the reputation of With Kids.</li> <li>• Engage with other third sector organisations and statutory services to ensure that families have access to as much available support as possible; as well as referring families to external agencies when necessary.</li> <li>• To prepare and submit quarterly monitoring reports.</li> <li>• To be responsible for administrative tasks in relation to the above duties.</li> </ul>			

### Other

- To provide verbal and written reports as may be required by With Kids.
- Identify and develop opportunities, activities and ideas for additional resources and income generation.
- To input information and data to organisational systems on the parents/carers you are working with.
- To contribute to evidencing the impact of the work, by collecting data on and evaluating activities and providing compelling case studies, photographs and quotations for organisational use.
- To attend staff meetings, case management meetings, participate in professional supervision sessions and any in-service training and externally provided Continuous Professional Development activities as agreed and as appropriate.
- Work with colleagues to maximise the use of the website and social media platforms for raising awareness of With Kids
- To be responsible for resourcing and maintaining individual resources / materials used in sessions, as agreed from time to time.
- To support and mentor any placement students who may from time to time join the team; supporting their learning and development including preparing reports demonstrating their performance
- To ensure that With Kids Health, Safety and environmental policies are adhered to.
- To be responsible for your own Health and Safety and that of others, in accordance with the organisations arrangements relevant national legislation.
- To work in accordance with all other organisation's policies and procedures.
- To carry out any other reasonable duties that may be required to meet the needs of With Kids, including occasional evening and weekend working.
- *To work in such a way that supports the organisation to #KeepThePromise*

## Person Specification

*A = Application, I = Interview*

Qualifications	Essential	Desirable	Assessed
Therapeutic or adult counselling qualification or working towards this.	X		A
Evidence of continuous professional development	X		A
Full Driving Licence and access to a car for business use		X	A

Experience	Essential	Desirable	Assessed
Experience of supporting, motivating and influencing others	X		A, I
Experience of facilitating and managing meetings	X		A, I
Experience of supporting families facing adversity or in crisis	X		A, I
Experience of working with vulnerable children and their families	X		A, I
Experience of conducting individual work with parents/carers	X		A, I
Experience of manage and prioritising time and resources.	X		A, I
Experience of supporting parents where the child is involved in child protection cases		X	A, I
Experienced in forming positive relationships with staff, partners, external agencies and parents/carers.	X		A, I

Skills	Essential	Desirable	Assessed
Ability to develop non-dependent relationships with parents/carers, respecting personal and professional boundaries, whilst being supportive and non-judgemental	X		
Ability to take a strengths-based approach in identifying skills, challenges and needs of others	X		A, I
Ability to communicate effectively both orally and in writing, including telephone skills, writing minutes / reports.	X		A, I
Ability to partner with families to build strong parent-child relationships.	X		A, I
Competent in the use of information technology (use of the office software products (word, excel, email, calendar), use of internet, image, audio or video editing software, use of databases.	X		A

<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Knowledge and experience of, and sensitivity to, delivering direct support to people who may be experiencing complex life circumstances (e.g. distress, mental health issues, poverty) which facilitates sharing of information.	X		A, I
Understanding of resilience, attachment, child development, effects of Adverse Childhood Experiences and trauma.	X		A

<b>Competencies</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Works collaboratively with others	X		A, I
Manages issues with empathy and understanding, finding appropriate solutions	X		A, I
Utilises resources and skills effectively, sets objectives and monitors progress to achieve results	X		A, I
Takes ownership of activities, delivering with minimal supervision	X		A, I
Seeks, listens, accepts and acts upon feedback and learns from it.	X		A, I
Highly motivated and able to use own judgement and initiative	X		A, I

<sup>1</sup> A combination of the qualifications, experience, skills and competencies of the candidate's application will be assessed through application / CV review and interview. Where potential method is identified above as 'interview', not all criteria will be used, only a selection of the above will be reflected in the questions asked at interview.

## Summary of Terms

A summary of the main terms of employment are as follows:

<b>Primary place of work</b>	Wester Hailes Healthy Living Centre
<b>Salary</b>	Pro rata 0.2 and term time of £30,192 which is the full time equivalent per annum.
<b>Salary Payment</b>	Salary paid on or around the 23 <sup>rd</sup> of the month
<b>Contract type</b>	Term Time, Fixed Term for 1 year
<b>Hours</b>	7 hours per week. Must be able to work on a Monday.
<b>Annual Leave and Public Holidays</b>	With Kids offers full time employees 28 days annual leave and 12 days of public holidays. Part time staff are entitled to this on a pro-rata basis. Term Time staff are required to take leave during the time of school closures.
<b>Pension</b>	The organisation offers NEST Defined Contribution pension scheme.
<b>Learning &amp; Development</b>	The organisation is committed to providing staff with learning and development opportunities to ensure that individuals can contribute fully to the achievement organisational objectives
<b>Probation</b>	This post is subject to a six-month probationary period.
<b>PVG / Disclosure</b>	PVG Scheme membership is required for this post.

*This summary is for general guidance of applicants and will not form part of the contract of employment. Any offer of employment will be subject to the receipt of satisfactory references and evidence of their right to work in the UK.*

### The process:

<b>Closing date for applications</b>	<b>12 noon on 20th of November 2024.</b>  <i>Send your completed application to us using the email address: <a href="mailto:k.simpson@withkids.org.uk">k.simpson@withkids.org.uk</a></i>  <i>CV's will not be considered</i>
<b>Interviews</b>	<b>28<sup>th</sup> or 29<sup>th</sup> of November 2025</b>

**With Kids Salary Scale 2024 (1st July 2024)**

<b>With Kids staff</b>	<b>Scale Point</b>	<b>Basic Salary</b>
<b>Band I</b>	41	52122
	40	51408
	39	50694
	38	49980
	37	49266
	36	48552
	35	47838
	34	47124
<b>Band H</b>	33	46410
	32	45696
	31	44982
	30	44268
	29	43554
	28	42840
<b>Band G</b>	27	42126
	26	41412
	25	40698
<b>Band F</b>	24	39984
	23	39168
<i>Band E/F</i>	22	38352
<b>Band E</b>	21	37536
	20	36720
	19	35904
	18	35088
<b>Band D</b>	17	34272
	16	33456
	15	32640
<b>Band C</b>	14	31824
	13	31008
	12	30192
<b>Band B</b>	11	29376
	10	28346
	9	27336
<b>Band A</b>	8	26316
	7	25296
	6	24276
	5	23256
	4	22032
	3	20808
	2	19584
1	18360	



## **Fair Processing Notice**

*This notice explains what information we collect, when we collect it and how we use this. During the course of our activities, we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.*

## **How we use your information**

*The information we collect from you will in the main be basic personal and contact details, which we require to carry out our normal activities. There are occasions however where we are required to collect data of a more sensitive nature which we will always treat with the utmost confidentiality.*

*We will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.*

*We may collect the following personal information about you:*

- *Name*
- *Address*
- *Date of birth*
- *Telephone number(s)*
- *Email address*
- *Employment history*
- *Educational achievements*
- *Professional memberships*
- *Gender*
- *Disability*
- *Signature*
- *Right to work in the UK*
- *Criminal record declaration / PVG Scheme membership*
- *Driving licence status*
- *References to support your application*

*We will also collect additional information when we make an applicant an offer of employment. This could include requesting and holding a copy of your passport, national insurance number and in some circumstances a valid driving licence, insurance and MOT documents.*

*We will not collect any personal data for you that we do not need.*

## **How your information will be used**

*We need your information and will use your information to:*

- *Meet our legal obligations including information we must provide to regulators and statutory authorities;*
- *Ensure that an applicant has the legal right to work in the UK.*
- *Make reasonable adjustments for a candidate who is disabled*
- *Produce and monitor recruitment and selection statistics.*
- *Check criminal convictions information to ensure we meet legal obligations in relation to certain positions*
- *Process your data before entering into a contract with you, if your application for employment is successful.*
- *Process data during the recruitment and selection process to help us manage the process, and to assess an applicant or candidate's suitability for employment.*
- *Respond to and defend against any possible legal claims.*

## **Consent**

*Where we collect special category data such as information about your ethnicity, sexual orientation, health or religion we do so for our monitoring purposes and only with your explicit consent. We also*

need and use your information for all other purposes consistent with the proper performance of our operations and business.

### **Sharing of Your Information**

The information you provide to us will be treated by us as confidential and will be processed only by our employees within the UK/EEA. We occasionally need to share personal information with other organisations, however where this is necessary, we are required to comply with all aspects of GDPR. Even when this is required, we only share data within the UK. Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

Your information may be shared internally with staff or board members involved in the recruitment process.

We may also seek information from the following third parties when an offer of employment has been made and may disclose your information to appropriate third parties who act for us including the following:

- Referees;
- Disclosure Scotland PVG scheme for certain positions;
- Relevant bodies to validate your qualifications or professional memberships; and
- Lawyers or solicitors where legal advice may be sought in relation the processing of an application and the recruitment process

The following organisations may be given controlled access to our electronic network for reason of security, maintenance, or any specific purposes outlined in their third party agreement:

- IT support contractors.
- Specialist software providers.
- Electronic file system software provider.

We are also required to share information with statutory bodies, which govern finances for auditing or inspection purposes. However, this will be restricted to the actual information required from the Association and will usually be viewed within the Association, with strict permission set on our electronic file system to ensure use is controlled. We will also encrypt and limit the content of any files that require to be sent either electronically or otherwise.

### **Your Rights**

You have the right at any time to:

- ask for a copy of the information about you held by us in our records
- require us to correct any inaccuracies in your information

If you would like to exercise any of your rights above, please contact us at [info@withkids.org.uk](mailto:info@withkids.org.uk) or 0141 550 5770.

You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are: The Information Commissioner's Office (Scotland), 45 Melville Street, Edinburgh, EH3 7HL. Telephone: 0131 244 9001. Email: [Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)

The accuracy of your information is important to us; please help us keep our records updated by informing us of any changes to your details.