

**Childcare First**  
**- making a difference through childcare**

**VACANCY - FAMILY SUPPORT WORKER**

We have a fantastic opportunity for work in a forward thinking Family Support Project based within our Ready, Steady, Restore project. The team of staff are devoted to an ethos of nurturing care and family values.

**Family Support Worker - Full Time**  
**(including weekend & evening work)**  
**Salary Scale Point 20-24**  
**Starting Salary £20,134-£22,474**

Childcare First receives funding from Renfrewshire Council, this is a fixed term post (April 2020) funded mainly by the Big Lottery Improving Lives Fund with part funding from The Robertson Trust.

Interviews will be held WC 21 May 2018



Childcare First

If you think you've got what it takes to work for Childcare First please contact us for an application form:

Sheena Henderson, Childcare First  
Main Office, Rainbow Nursery,  
Fullerton Street, Paisley, PA3 2NN  
0141 848 5848

[sheena.henderson@childcarefirst.com](mailto:sheena.henderson@childcarefirst.com)

For an informal discussion contact  
Kelly Hegarty, Nursery Manager or  
Nicola Anderson, Family Support  
Coordinator at Hillview Nursery 0141  
848 9664, Family Support Office  
0141 848 9135  
Charity NO: SCO36606

**Closing date:**  
**18 May 2018**  
**12 Noon**

## **Childcare First**

## **Family Support Worker**

Job Title: Family Support Worker, Childcare First

Responsible to: Childcare First Nursery Manager & Family Support Coordinator

Responsible for: Family Support Worker, Hillview and Rainbow Nursery

Summary: In line with Childcare First policies and procedures, under the direction of the Family Support Co-ordinator, the Family Support Worker will be responsible and accountable for the day to day operations of the Ready, Steady, Restore Project.

### **General Role**

1. Support the Coordinator of the Project to the benefit of families within the Ferguslie and Shortroods areas of Renfrewshire in compliance with the aims and objectives of the project.
2. Consult with the Coordinator in regards to targets and development of project outcomes.
3. Work as part of a team of staff including the organisation and delivery of a crèche facility for extended families.
4. Support the communication of the project aims to all staff and families using the service.
5. Ensure adherence to all legal and policy requirements e.g. Registration, Child Protection Health & Safety regulation and data protection act.
6. Support the delivery of national initiatives e.g. Children and Young People's Bill, GIRFEC and Welfare Reform.
7. Support the delivery of agreed outcomes in line with Childcare First Ready Steady Restore priorities.
8. Liaise/collaborate & Network with relevant agencies concerned with families in the community.
9. Support the coordinator in taking forward home visits as appropriate.
10. Ensure that the quality of the projects workshops and opportunities are of the highest standard at all times.
11. Work as part of a team in the delivery of flexible/supportive parenting/family projects including evening and weekend work
12. Maintain delegated operational budgets & manage resources.

### **Key Result areas**

1. Supporting the coordinator in ensuring that appropriate arrangements are made for the recording, monitoring and accounting for administrative and financial functions.
2. Sharing the coordinators responsibility to ensure that appropriate arrangements are made for the management of resources for developing the project.
3. Adhere to all relevant conditions of service disciplinary and grievance procedures in line with Childcare First board policy and other matters of a contractual nature.

4. Assist in the continual monitor and review of matters affecting the development of the project and report these to the Nursery Manager.
5. Producing information in support of monitoring all aspects of the projects development plan.
6. Support the coordinator in the provision of twilight/In-service training for project staff.
7. Create an ethos of equality which values the contribution of all project participants and the community.
8. Communicate with Childcare First services, local agencies and the wider community.
9. Ensure that appropriate records are maintained in relation to the life and work of the projects.
10. To keep up to date with and show a sound knowledge of early years development and initiatives and by so doing promote the development of early years initiatives within Childcare First.
11. Demonstrate motivation to own & others Continued Professional Development
12. Provide written and verbal reports as requested by the Coordinator, Nursery Manager.
13. Other appropriate and reasonable duties as instructed by the Coordinator or Nursery Manager.