



Role Profile

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| Corporate Parenting Support Worker | | | |
| Reference No. | A4564 | Type | Individual |
| Service | Children & Families & Criminal Justice Services | | |
| Job Family | Para Professional 1 | Grade | FC3 |

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| Purpose |
| Increase levels of participation of care experienced young people in corporate parenting activity in Fife |
| Ensure that care experienced young people are supported through signposting to relevant services |

| Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken: | Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility | E | D |
|--|---|----------|----------|
| Direct engagement and consultation with care experienced young people and care leavers, primarily in a group setting. | Ability to provide a regular and effective service. | ✗ | |
| Planning and facilitating events which will provide opportunities for Corporate Parents and young people to interact. Consulting with young people to ensure that their views, opinions and ideas are presented to corporate parents | Knowledge and understanding of Looked After children, young people, care leavers and/ or vulnerable children and young people. | ✗ | |
| Recording complaints and comments from young people, members of the public and external agencies. | A sound understanding of the issues faced by Care experienced children and young people. | ✗ | |

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|--|--|----------|----------|
| Preparation and presentation of short reports to Fife Corporate Parent Board. | Knowledge of Corporate Parenting, children's rights and social work/community education values. | ✗ | |
| Liaising with external agencies such as Police, Health and voluntary groups to develop information sessions, visits and projects. | Knowledge and understanding of Looked After children, young people, care leavers and/ or vulnerable children and young people. | ✗ | |
| Undertaking all other duties as required for the role. Duties will be in line with the grade. | IT literate (Embrace technology and information). | ✗ | |
| Setting up and dismantling resources such as arts and crafts material, tables and chairs, games and sports equipment used during the sessions. Ensuring their safe storage and reporting any damage to line manager. | The ability to work with a range of professionals in different settings, and to work with young people in groups and on an individual basis. | ✗ | |
| First Aid certificate. | Good organisational skills. | ✗ | |
| Awareness of adult protection and health and safety requirements. | Good time-keeper and reliable and prepared to work flexibly (Deliver results - See 'How We Work Matters' Framework). | ✗ | |
| Knowledge of games, sports or arts. | Experience of youth work and planning and developing learning and education programmes with young people. | | ✗ |
| Ensuring that records and minutes are completed and shared with the team. | An ability to work in the evening and occasionally at the weekend. | ✗ | |

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|---|---|----------|----------|
| Ensuring excursion guidelines are followed and all participant consent forms are returned within stated timelines. | SVQ2 or SVQ3 Youth Work / PDA Youth Work. | | ✘ |
| | Have a full, clean driving license. | | ✘ |
| | Ability to work as part of a team. | ✘ | |
| Undertaking all other duties as required for the role. Duties will be in line with the grade. | | | |

| Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following: | | | |
|--|---|----------|----------|
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| Job Title (Specialists Tasks) | | | |
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| Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required |
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| Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement. |

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Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results