

**JOB DESCRIPTION**

**FAMILY INCLUSION CO-ORDINATOR**

**East Lothian Project**

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| Number of Hours: | Part-time (18 hours per week) |
| Salary Scale: | Pro-rata to £28,823 - £30,406 per annum (SCP 18 - 20) |
| Accountability of post: | The post holder will be line managed by and accountable to Circle’s East Lothian Project Manager for the performance of the tasks described below |
| Purpose of post: | To co-ordinate the family inclusion system change project |
| Location of post: | East Lothian Substance Misuse Service  The Esk Centre, Ladywell Way, Musselburgh EH21 6AB  (Own car and driving licence essential) |

**MAIN TASKS & RESPONSIBILITIES:**

1. To be responsible for co-ordinating and project managing the East Lothian family inclusion system change project
2. To work in partnership with Circle’s Project Manager and Mid and East Lothian Drugs’ (MELD’s) Family Peer Support Worker in the development and monitoring of the project plan
3. To collaborate with the Consortia Group: Midlothian and East Lothian Drugs and Alcohol Partnership (MELDAP), Children’s Services, Recovery Services (including peer support) and Getting it right for every child (GIRFEC) Lead Officer
4. To map key processes (recovery orientated systems of care, children’s wellbeing and child protection) to identify opportunities for developing family inclusive practice
5. To collect, analyse and present data in relation to prevalence and family needs
6. To develop methods and tools for participation in key processes
7. To identify and share evidence of models of family inclusive practice and whole family approaches
8. To write and publish training materials to increase awareness and responses to meet the needs of family members
9. To record, monitor and evaluate all work
10. To attend supervision, team meetings and in-house training sessions as appropriate
11. To contribute to the promotion and development of Circle’s work and services in East Lothian
12. To work within Circle’s policies and procedures, most notably in areas of child protection, equal opportunities, anti-discriminatory practice and user participation
13. To attend Staff Development Days

*With consultation, amendments may be made to your job description from time to time in relation to our changing needs and your own ability.*

**PERSON SPECIFICATION**

**FAMILY INCLUSION CO-ORDINATOR**

**East Lothian Project**

**QUALIFICATIONS**

***ESSENTIAL***

1. A professional qualification in social work, social care, education or health.

**KNOWLEDGE/EXPERIENCE**

***ESSENTIAL***

1. Experience of leadership skills and abilities
2. Experience of project management
3. Experience of working with families in a supportive way
4. Knowledge of a range of interventions for supporting children and families
5. Experience of working in partnership with other agencies
6. Experience of working as part of a team
7. Knowledge of child development and issues affecting vulnerable children and families
8. Knowledge of the GIRFEC approach and the related ‘Shanarri’ indicators
9. An understanding of and commitment to equal opportunities, anti-discriminatory practice and user participation

**SKILLS/ABILITIES**

***ESSENTIAL***

1. Ability to develop and deliver training for professionals
2. Good project management skills
3. Ability to work in partnership with a solution focus
4. Ability to communicate effectively with children, adults and partners
5. Ability to record, monitor, evaluate and report on work
6. Ability to plan and prioritise work
7. Ability to effect change in families
8. Ability to effect change in services and/or systems
9. Ability to work across professional boundaries