**Job Pack: Support Worker for parents and carers of children and young people with disabilities and additional needs in Lewisham – self employed – 10 weeks only commencing Thursday 21st January 2021 to Thursday 25th March 2021**

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

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

The closing date for applications is:

Interviews will be held online on Monday 18th January from 10am

**Please return a completed application form along with an equal opportunities monitoring form by the date stated above.**

It would be really helpful if you could save your documents in the following format ‘*yoursurname*appform.doc’ and ‘*yoursurname*equalopps.doc’.  This is so that we can identify them easily in a group of applications and cut down on the processing time in sending them to the panel.

We will let you know if you have made the shortlist by the interview date.

Completed applications should be emailed to: info@lewishamparentcaer.org.uk

**Guidance Notes for Applicants**

**Filling in the application form**

* Please complete all parts of the application form. (**CVs 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.
* Lewisham Parent and Carer’s Forum (LPCF) will contact you via email to let you have know whether you have 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**

LPCF 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. LPCF is an organisation that works with families of children and young people with disability. You will appreciate therefore, that LPCF must be particularly careful to enquire into the character and background of applicants for appointments to posts that (a) involve contact with children and young people or supervise those who have contact with children and young people, (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 vulnerable children and young people. 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 DBS website www.dbs.gov.uk or their DBS 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 Lewisham Parent and Carer’s Forum please contact Sue Stocks on 07534568020 or email at info@lewishamparentcarer.org.uk.**

**Staff Information**

**Salary**

* £15 per hour

**Annual Leave**

* To be taken out of term time. All leave is unpaid as this is a self-employed position.

**Contract**

* Fixed term for 10 weeks commencing Thursday 21st  January 2021 to Thursday 25th March 2021

**Hours of Work**

* 6 hours per week for 10 weeks – Set days are Tuesday (3 hours) and Thursday or Friday (3 hours) – can be flexible
* Working from home

**Background Paper**

**Support Worker – Lewisham**

Lewisham Parent and Carer’s Forum (LPCF) are a registered charity. We are a group of parent carers who have children or young people with a disability or additional need, living in the Borough of Lewisham.

The aim of the Parent Forum is to try and get the best services for our children, working with the local authority, health and social care, voluntary organisations and universal services.

The important thing about parent forums is that our aims are not just to think about our own children but all of the children and young people living in our area, as collectively we have a stronger voice.

We have been funded by Contact and the Pears Foundation for a part time support worker for a 12 week period to help support parents/carers of children and young people with additional needs and disabilities in Lewisham. It is important to ensure that our families get the best advice and support during the Covid 19 pandemic.

**Your role as Support Worker for families**

During November/December we issued a survey/questionnaire to parents and carers. We had 40 responses.

The role involves working directly with parents and carers either by phone or online. We will ask that you contact all of the 40 parents to ascertain whether they would like some 1:1 support. This would involve:

* A consent and confidentiality procedure
* Discussing their survey with them and opening up the conversation for any further support they may need
* Registering and logging all conversations with contact details and areas of concern
* Showing empathy and support to parents during this time
* Signpost to services
* If offering advice this must not be heresay and must be backed up with actual evidence for the parent.

**What we are looking for:**

You will be expected to be work on your own initiative and be insightful, helpful and knowledgeable about the borough of Lewisham and the surrounding boroughs to seek out useful resources for the family.

You will need experience of working with families of children and young people with disabilities, be a good and patient listener, be confident in your ability and be able to monitor and manage your work load.

This is a new project and we have been lucky to be funded by Contact and the Pear Foundation for this sort term post.

**To Apply:**

Please return a completed application form along with an equal opportunities monitoring form (downloadable as part of the job pack) by the date stated below to:

info@lewishamparentcarer.org.uk

**Important dates:**

**Closing Date:** Friday 15th January 2021 at 6pm
**Interview Date**: Monday 18th January from 10am

**LEWISHAM PARENT AND CARER’S FORUM**

**SELF-EMPLOYED**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title** | Support Worker – 10 weeks – self employed post |
| **Disclosure Level** | N/A |
| **Responsible to:** | Chair of Trustees and Parent Participation Officer |
| **Location:** | Work from home |
| **Salary:** | £15 per hour |
| **Hours of Work:** | 6 hours per week – Tuesday and Thursday or Friday – some flexibility |
| **Annual leave entitlement** |  Unpaid leave to be taken during the school holidays |
| **Job Purpose** | To provide an advice, information and support service to families who have children and young people with additional needs or a disability living in Lewisham. To target 40 families who responded to our survey to offer them this service up to 25th March 2021. To provide either phone or online face to face support for parents/carers in line with their survey responses and to find out if they need any other support.To engage with the Parent Participation Officer (PPO) on a regular basis and to seek information from our trustees.To ensure that accurate and concise monitoring and evaluation takes places with every family and that all calls are recorded in your notes.It is essential that all outcomes are recorded. |
| **Main Duties** | To understand about Lewisham Parent and Carer’s Forum and what they do.To find out about relevant services in Lewisham that can support our families.To contact all 40 families from our survey list. Gain trust and give empathy to our parents when speaking with them.To talk to our parents about their issues and to give information and signpost to relevant services, together with giving a listening ear to any problems the family are having.At all times safeguarding concerns must be brought to the attention of the PPO.Our vulnerable families are to be treated with respect and understanding and all information gained will be strictly private and confidential and will not be shared with anyone outside of the PPO and trustees of the Parent Forum |
| **Cross Functional Duties** | * To maintain regular contact with the Chair of Trustees and PPO and make timely reports.
* To be IT literate
* To be organized and methodical
 |
| **General** | * To follow the Parent Forum’s aims and objectives and to be aware of all policies of the Parent forum
* Be responsible for own administrative workload, including maintaining accurate day notes.
* Be responsible for the collation and compilation of monitoring, as appropriate
 |

**LEWISHAM PARENT AND CARER’S FORUM**

**SELF-EMPLOYED**

**PERSON SPECIFICATION**

The person appointed will be expected to have the key essential skills, knowledge and experience listed below.

|  |  |
| --- | --- |
| **Job Title** | Support Worker – 10 weeks – 6 hours per week |
| **Essential skills, knowledge and experience** | * Knowledge and experience of the issues and concerns that affect families who have disabled children and young people e.g. leisure provision, education, respite care.
* Experience of working with families of disabled children.
* Knowledge of safeguarding vulnerable adults, children and young people.
* Good organisational skills e.g. word processing, short report writing, evaluation and monitoring, diary planning.
* Ability to communicate clearly
* Ability to work on own initiative and organise workload.
* To be IT literate
 |

This is a description of the job as it currently stands.  It is the practice of the organisation to periodically examine job descriptions (especially during the appraisal process) and to update them to ensure that they relate to the role as it is being performed, or to incorporate whatever changes are being proposed.  This process is generally carried out at supervision or appraisal meetings.  You will therefore be expected to participate fully in such discussions with your line manager and to help rewrite your job description to bring it up to date if this is considered necessary or desirable.  It is the organisation's aim to reach agreement on reasonable changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description after full consultation with you.