

Family Rights Group

Sessional Adviser

Job Profile, Responsibilities and Person Specification

Post Title:	Sessional Adviser
Hours:	Negotiable
Project:	Advice and Advocacy
Responsible to:	Advice and Advocacy Service Operational Managers
Purpose of Post:	To work on our national telephone advice service.
Grading/Salary:	£22 per hour (plus £3 per hour holiday pay)

The Organisation

Family Rights Group advises and supports families where there are child welfare needs or concerns. The charity promotes effective family support, the increased involvement of families in decision making, advocacy for families when child protection processes are initiated and adequate support for relatives and friends who are raising children when they cannot live with their parents. These goals drive the development of projects and services, as well as our campaign activity. All of Family Rights Group's campaigning, policy and research work is informed by the experiences of advice service users.

Family Rights Group is based in Dalston, a thriving multi-cultural community in Hackney, North London. We have a lively and friendly office in a building shared with other voluntary organisations and community groups.

Job Profile

The principal purpose of the job is to provide advice and information on our national telephone advice line to families who are involved with children's social care services.

You will work with families who are seeking help from social care services; families who are subject to child protection procedures; and families whose children are in local authority care or placed for adoption. For many families, becoming involved with social care services is a difficult and distressing experience.

As a sessional adviser you will give telephone and written advice to families who are involved with children's social care services on all aspects of child care law and local authority practice.

As a sessional adviser you will need to:

- Listen attentively and deal sensitively with callers in a highly charged emotional state;
- Examine the issues raised, and advise on the family members' rights and the options available to them; and

Responsibilities

- ❑ To provide telephone advice to families involved with children's social care services.
- ❑ On occasion, to advocate for parents/family members by telephone, letter or email as appropriate
- ❑ To contribute to the monitoring and evaluation of the Advice and Advocacy Services
- ❑ To contribute to the overall work of the organisation and to attend Advice and Advocacy staff and policy meetings when possible
- ❑ To ensure that all work undertaken is delivered in accordance with Family Rights Group's equalities policy
- ❑ To undertake other tasks as requested by the operational manager that are broadly compatible with the remit of the post.

Person Specification

1. Professional qualifications and experience

You will be qualified as a lawyer or social worker with experience of children and families work. Alternatively, you will have extensive experience that has led to an equivalent level of expertise in advising or advocating for families.

You will have significant experience of advocacy and advice work.

2. Anti-Discriminatory Practice

You will be able to demonstrate and apply a knowledge and understanding of the way which discrimination impacts on minority ethnic families in this area of work.

3. Knowledge and Learning

You will be able to demonstrate and apply a detailed knowledge and understanding of the Children Act 1989, Children Act 2004 and the Adoption and Children Act 2002, Children and Families Act 2014 and other relevant legislation and current policy and practice in the areas of childcare and child protection.

You will have demonstrated the ability to review your work and to seek opportunities to learn new skills.

3. Communication Skills

You will be experienced in working with people who are under a great deal of emotional stress.

You will be able to manage conflict and offer positive ways forward in difficult situations.

You will have experience of working with people from a variety of communities and backgrounds.

You will have experience of providing clear written and verbal information and advice to families and professionals.

4. Self-Management

You will be skilled in handling a busy workload, meeting deadlines and managing conflicting priorities.

5. IT

You will be experienced in using Microsoft Office applications including Word (essential), Excel and Access (desirable) and will be willing to build on these skills.

6. Other Requirements

You will have an understanding of and commitment to the aims of the organisation.

You must also be able to attend meetings, as required, at Family Rights Group's head office in Dalston.

Please note that because this post involves unsupervised work with vulnerable adults and children, you will be required to undergo an enhanced disclosure and barring check.