

<b>Job Profile, Responsibilities and Person Specification</b>			
<b>Post:</b>	Social Work Adviser	<b>Responsible to:</b>	Principal Social Work Adviser (policy)
<b>Hours:</b>	35 hours per week	<b>Contract:</b>	Permanent
		<b>Location:</b>	Dalston, London
<b>Grading:</b>	NJC scale PO5 - £39,177 to £41,967 plus £3,650 ILW and 5% pension contribution	<b>Purpose of Post:</b>	To progress Family Rights Group's advice and policy work so it is informed by relevant social work developments, primarily within child welfare. To project manage the work of the Your Family, Your Voice Alliance.
<b>Leave:</b>	27 days per year (increasing to 30 days) + Bank Holidays		
<b>The Organisation:</b>			
<p>Family Rights Group (FRG) was founded in 1974. The charity's overall objectives are to enable children to live safely within their family network, where possible, and to strengthen the positive family and community support networks of young people who cannot live with their parents.</p> <p>FRG runs a telephone advice line, funded by the Department for Education (DfE), for parents whose children are in need, are at risk or are in the care system and for relatives and friends considering raising a child who cannot remain at home. We assist more than 5,000 families a year to get support to prevent problems reaching a crisis; face up to any child protection concerns; make informed decisions; navigate local authority and court systems; engage constructively with social workers and maintain and develop their relationship with their children, even if they cannot live with them. A 2016 evaluation found that the service saves the public purse £28 for every £1 invested<sup>1</sup>. Our advisers are experienced, qualified childcare lawyers and social workers or advocates with specialist child welfare expertise. Our website and digital discussion boards for parents and kinship carers, receive over 600,000 unique visitors a year.</p> <p>FRG campaigns for families to have their voices heard, receive fair treatment and get help early, to prevent problems escalating. Our parents' and kinship carers' panels are central to this work. We lead the Kinship Care Alliance and the Your Family, Your Voice Alliance, drafting legislative amendments and briefings and sitting on Government advisory groups.</p> <p>In 2014 Family Rights Group received funding from Lankelly Chase Foundation for a 3-year period to establish and service the <a href="#">Your Family, Your Voice Alliance</a> - an alliance of families, practitioners and academics working to transform the systems with which families whose children are subject to statutory state intervention come into contact. Work strands have included the development of <a href="#">Mutual Expectations</a> – A Charter for Parents and Local Authority Children's Services, empirical research conducted by Professors Featherstone and Morris and conducted a Knowledge Inquiry on <a href="#">Section 20 voluntary arrangements for children coming into the care system</a>. Family Rights Group is now delighted to have received further funding from Lankelly Chase Foundation to continue to develop the work of the Alliance over the next 3 years (2018 to 2021). This includes conducting a Knowledge Inquiry which aims to co-produce principles and a framework of good practice for services working with families with children, where there is or has been domestic violence.</p>			

<sup>1</sup> <https://www.frg.org.uk/need-help-or-advice/our-advice-service/our-impact>

**Job Description:**

**1. Social Work policy**

- To ensure that Family Rights Group is kept up to date with regard to relevant developments in child welfare social work practice.
- To contribute to overall policy development, developing responses and recommendations in relation to national legislation, policy and practice.
- To influence decision makers and represent Family Rights Group on working parties and advisory groups.
- To ensure that all Family Rights Group's work links the direct experience and views of families with broader issues of legislation, policy and practice.
- To write for professional journals, the general media and Family Rights Group's own publications.
- To contribute to Family Rights Group's work including the development of briefings and materials, initiatives, projects and services which promote our aims and objectives.
- To contribute to and help deliver and promote the organisation's training and conference programme and consultancy functions.
- To establish and maintain contacts with other relevant organisations.

**2. Advice and Advocacy**

- To write advice materials for families and professionals and update existing advice and training materials.
- To respond to social work queries from our advisers.
- To provide direct advice to families on the phone or in written form.

**3. The Parent and Kinship Care Panels**

- To line manage the Families Development Officer.
- To support the continued development of both the Parent and Kinship care panels, to influence both Family Rights Group's work and that of Your Family, Your Voice Alliance and to promote FRG and the Alliance's aims and objectives.

**4. Your Family Your Voice Alliance**

- To project manage the work of the Alliance.
- To deliver specific strands of work including conducting the Knowledge Inquiry on domestic violence and children welfare, drafting reports and organising events.

- To support the effective functioning of the Alliance including servicing the advisory group and the organisation of members' events.
- To promote the adoption of the Mutual Expectations Charter by local authorities.
- To assist local authorities to create local families' panels and other mechanisms to enable families' voices to be heard both in relation to their own children, and to create structural and systemic change, including in how services are designed and delivered.
- To support the involvement of families in training and education for social workers, students and other relevant professionals.
- To develop and help to deliver a communications strategy for the Alliance and ensure families' experiences and voices central to this.
- Ensure that all funder reporting requirements are met, including grant reports.

#### **5. Other**

- To ensure that all work undertaken is delivered in accordance with our equalities policy.
- To undertake any other tasks as requested by the Principal Social Work Adviser or the Chief Executive which are broadly compatible with the remit of the post and being employed by FRG.

#### **Person Specification:**

##### **1. Professional qualifications and experience**

You will be qualified as a social worker with 3 years post qualifying experience of children and families work.

##### **2. Project Management**

You will have experience of leading and managing projects.

You will be able to monitor project budgets and to deliver projects within the allocated budget.

You will have the ability to liaise with external agencies who are funders of a project, purchasers of a service or partner agencies working with Family Rights Group.

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

##### **3. Staff Management**

You will have experience of managing staff and be able to offer the Families Development Officer effective supervision.

You will work well with colleagues, including the senior management team.

You will be competent at recruiting staff within an equalities framework.

Able to demonstrate knowledge and experience of the principles and practice of supporting service user participation.

You will be competent at working within an equalities framework.

Proven experience of being an excellent team worker.

#### **4. Anti-Discriminatory Practice**

You will be able to demonstrate and apply a knowledge and understanding of the way in which discrimination impacts on families, including minority ethnic families, asylum seeking families and disabled parents.

#### **5. Knowledge and Learning**

You will be able to demonstrate and apply a detailed knowledge and understanding of the legal, policy and practice framework for safeguarding vulnerable children and promoting their welfare.

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

#### **6. Communication Skills**

You will have experience of preparing clear written and verbal reports.

You will have experience of writing and delivering presentations and training.

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 be able to develop strong working relationships with people from other organisations.

#### **7. Self-Management**

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

#### **8. 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 in line with the requirements of the job.

SPSS and other research analysis tools (desirable)

### **9. Other Requirements**

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

You will be able to stay away from home overnight occasionally and attend some early morning/late evening meetings.