

**JOB DESCRIPTION**

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| **JOB TITLE** | Children & Family Worker |
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| **LOCATION** | Cross Green, Leeds, LS9 |
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| **HOURS** | 21 hours per week |
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| **SALARY** | SCP 7, £27,097 per annum pro rata |
| **CONTRACT** | Initial three-year contract with possibility to extend |
| **REPORTING TO** | Independent Domestic Violence Advocate (IDVA) |
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| **RESPONSIBLE FOR** | Supporting children and young people who are victims of domestic abuse. |

**Job Purpose:**

Working across West Yorkshire in members' homes and community settings the Children & Family worker (CFW) will build trusted relationships with children and young people who are victim/survivors of domestic abuse alongside their parent/ care giver. The role is managed by the Independent Domestic Violence Advocate (IDVA) and is supported by other colleagues at Leeds GATE including Advocates, Mental Health workers and Youth workers to provide holistic support to the Children & YP and the whole family.

Working alongside the IDVA you will build your relationships with the families to gain understanding of people’s strengths, interests and hobbies, whilst also building up knowledge of the support needs, barriers and issues faced by Gypsies and Travellers.  The CFW will provide direct support to C&YP and their families, working with those most in need, building trust, explaining the role and offer and you will develop practical goals with the family and work toward them together. Through holistic improvements the whole family will directly benefit. Once trust is established, you will offer opportunities for therapeutic and emotional support for children e.g. play and creative arts, which will be non-directive and child centred focused. You will promote self-esteem and healthy relationships and staying safe.

You will also work to increase the availability of protective factors and support networks

through encouraging and supporting participation in education and activities. This will include working with our existing youth provision to develop and deliver session plan around healthy relationships, honour-based violence and safety planning to embed knowledge and skills within our young people.

**Organisational Context**

Leeds Gypsy and Traveller Exchange (Leeds GATE) is an established and award-winning civil society organisation with a national profile.  We are recognised as being innovative, brave and creative.  Our overall aim is to improve quality of life for Gypsies and Travellers through addressing inequalities in homes, health, education, and employment, financial and social inclusion. We run a number of community facing and strategic projects to achieve our aims including advocacy, community development and youth work. Those who access our services and activities are members of Leeds GATE.

**Duties and Responsibilities:**

**Case Work**

* Provide emotional and practical support, at every stage of the children and young persons journey
* Ensure that the voices and needs of children and young people are heard alongside the IDVA.
* Following safeguarding assessments and reduce risk to keep children and young people (and others) safe, including liaising with children’s services.
* Working alongside the parent / carer to ensure the child can access necessary health, mental health, education and other services as needed.
* Identify and support access to therapeutic and educational activities
* Assisting children and young people to build confidence and resilience, with the ability to develop healthy relationships and live a safe and happy life.

**Community Engagement**

* To build good trustworthy and long-lasting relationships with members with confidence.
* To encourage new and existing members to be involved in group work, meetings and activities with Leeds GATE, making sure members are able to access all the offers available which ultimately increases families support networks.
* To create group activity opportunities with members and run groups with the interest and hobbies of community members in mind.
* To deliver weekly outreach with team members on sites, roadside and homes across the West Yorkshire, to help engagement throughout the community.
* To listen to and identify members issues and concerns and be able to talk about them and support with a solution focussed approach.
* To deliver health and wellbeing messages and help community members access appropriate and relevant external services and supporting with referrals.
* To empower community members, help them have a voice and build confidence.

**Team**

You will join the IDVA as part of our expanding domestic abuse project for Gypsies and Travellers at Leeds GATE and will be expected to;

* To communicate efficiently with the Women’s Support Worker (IDVA) in person, via email, phone or Teams, flexibly.
* To work alongside the Women’s Support Worker (IDVA) to develop a work plan of delivery.
* To understand your project’s roles and the roles of other members of staff working at Leeds GATE.
* To keep in touch with Leeds GATE specialist and area teams to ensure that community members are receiving the full offer from Leeds GATE.
* To attend team meetings.
* To be available to help other members of staff that may need support some days.

**Project Management**

* To lead on community development work with support of team leader – planning and allocating tasks to others including participating in project planning meetings.
* To keep accurate records of sessions and to gather feedback from members.
* To work with the budget holder to manage an activities budget and follow financial processes and procedures of Leeds GATE.
* To contribute to monitoring forms for the project on time and to a good standard.

**Risk Management**

* Ensure good risk management within all work delivered particular having clear and up to date risk assessments for activities making sure these are, safe and inclusive – following our processes and policies.
* To respond appropriately to safeguarding concerns in line with safeguarding procedures of the organisation.
* To follow quality assurance processes as directed by your line manager.
* To check in with your line manager when working on site, in houses or roadside when starting and finishing.

**Partnerships**

* To continue to build relationships with existing partners/services.
* To develop appropriate partnerships in relation to children and young people, and domestic abuse.
* To work with relevant teams at Leeds GATE (across west Yorkshire) such as the youth team and area-based teams.
* To gain access to funds and resources to support members in crisis and apply for small funds.

**General Responsibilities**

* To be able to manage your own weekly work diary efficiently with good time keeping.
* To be willing and able to travel across West Yorkshire
* To attend all relevant staff team and other meetings as required
* To produce reports as requested
* To prepare for and participate in regular supervision meetings
* To act in accordance with all Leeds GATE policies, guidelines and terms of employment
* To ensure Leeds GATE Values are upheld and demonstrated in all activity
* To undertake appropriate training and personal development programmes
* To contribute to the effective running of the organisation through supporting welcome within the office and supporting GATE events and activities as required
* Use an Asset Based approach, working from people’s strengths
* To challenge racism and stigma through your work
* To undertake any other duties appropriate to the post as required

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

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| **Person Specification** | **Essential** | **Desirable** |
| **Qualifications** | Maths, English and IT skills sufficient for the role including skills to use case management systems, web-based communications and writing simple reports | A recognised qualification in relation to working with children and young people or something relevant to this line of work. |
| **Experience** | Experience of working with children and/or young people who are/have experienced trauma. | Working with children and/or young people who have been victims of domestic violence and abuse. |
|  | Experience of and writing reports for example for monitoring and evaluation purposes. | Lived experience of domestic abuse. |
|  | Experience of recording information in a fact based and timely manner | Experience of working in partnership with other agencies/Services |
|  | Experience of working in a support-based role and building long lasting and trusting relationships. | Experience of working with Gypsy and Traveller communities or other marginalised groups |
|  |  | Managing a case load to agreed targets & timescales |
| **Knowledge** |  |  |
|  | Knowledge of using creative play to help children understand and cope with difficult experiences, emotional distress, or psychological issues | Awareness of relevant and various health service, education and children’s activities in West Yorkshire. |
|  |  | Understanding of Adverse Childhood Experiences and of trauma informed practice. |
| **Skills** |  |  |
|  | Confident and able to liaise and negotiate with partners and be able to advocate and challenge where appropriate to get the best outcome for members. | IT skills, with the ability to use relevant software and systems |
|  | Able to develop knowledge and understanding of safeguarding policies and procedures | To be confident in working independently whilst delivering outreach support on sites and in homes |
|  | Excellent organisational and administrative skills - able to manage diaries and plan activities |  |
|  | Able to work well in a team |  |
|  | Able to assess risk and fill in risk assessments |  |
|  | Ability to travel as required for the role. Driver with access to vehicle preferred. |  |
|  | Creative and flexible approach to working with families and having solution focussed approach. |  |
| **Personal Attributes** |  |  |
|  | Commitment to GATE’s values and mission |  |
|  | Ability to work well with our members using such skills as listening skills and empathy |  |
|  | Committed to your own learning and development, including reflective practice |  |
|  | Ability to work under pressure and manage competing priorities. |  |
|  | Ability to be proactive in developing the project in conjunction with the needs of families. |  |
|  | Ability to deliver the project using person centred, asset based, trauma informed approaches. |  |

9th June 2025