



OUTLINE JOB DESCRIPTION

POST TITLE	Temporary Eastern European Worker (Hungarian Speaker) Hours 37.5 per week or PT 16 hours	Temporary						
			Until 31/08/2019					

PRIME OBJECTIVES OF THE POST:

To contribute to the success of the organisation:

To work as a member of the Communityworks Team, providing support to children and their parents and adults using an intensive outreach approach. The primary task of the postholder will be to help parents and children of Roma and Eastern European families access services. The postholder must be able to speak, read and write in English and Hungarian and offer positive support and help to build the confidence of children/parents/carers/adults to enable them to engage in new experiences and opportunities which will enable them to improve their life chances.

Some of the work will take place in family homes and the rest at Communityworks. Some work may be undertaken out of hours and so an ability to work flexibly, when needed, is required.

SUPERVISION AND GUIDANCE:

Post holders will receive close supervision and guidance within the guidelines and policies of Communityworks and line managed by the Communityworks CEO.

Post holders will be expected to attend supervision sessions, team meetings and any appropriate training arranged on their behalf.

RANGE OF DUTIES:

1. In consultation with the Communityworks CEO and individual project staff, to undertake outreach to a number of families, who may not have previously accessed services, activities or events at Communityworks.
2. To use their skills and experience in the following ways:
 - By working alongside parents and children to build confidence where needed.
 - By working alongside parents to enable them to access services/activities and support their attendance.
 - Helping parents/ carers of children to use resources in their locality and wider district.
 - Participate in the delivery of certain Communityworks programmes particularly 5-13s children's activities and support for our nursery. Plus support for parents/adults in securing employment and gaining skills towards securing work.

- 3 Develop, maintain and support, individually or in conjunction with others, a wide range of services to meet the needs of adults and children and their families. Provide information for parents about Communityworks project and also Children's Centres services and respond effectively to the needs of parents and children.
- 4 Follow procedures laid down for Child and Adult protection and report any allegations of concern or abuse.
- 5 Undertake joint work and liaise closely with other members of the Communityworks team, and outside agencies where appropriate. Particularly in identifying those that are being exploited either by their Landlord or Employer or experiencing discrimination due to their ethnic origin.
- 6 Work alongside the Play Lead to encourage children from EE families to participate in activities and co-deliver specific programmes which have been designed based on the children's views.
- 7 In partnership with the Communityworks team lead on the increase in the number of adults, children and families involved and re-assure and continue our strong established trust with the local EE community.
- 8 Maintain accurate and up to date records and prepare reports as required.
- 9 Maintain confidentiality of information.

General

The post holder will share responsibility with other staff for maintaining a high quality of delivery on all Communityworks activities.

There may be additional tasks not listed above that arise which the Board of Directors and the Communityworks CEO will deem the responsibility of the post holder.

In general the post holder will need to be flexible, adaptable and able to respond to situations as they arise.

The post holder will be expected to work within the values, aims and ethos of Communityworks and in accordance with the policies and procedures of the organisation.

Pay and conditions

Salary : Living Wage £9 per hour (£17,364 per annum)

Holidays : 5 weeks per annum (pro rata) + 8 public holidays

This post is subject to a probationary period of 3 months.

Rehabilitation of Offenders Act 1974

Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975. Applicants for the post are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment any failure to disclose such convictions may result in disciplinary action or dismissal. Any information given will be completely confidential and will be considered only in relation to an application for a position to which the order applies.

03.08.18