



Job Title: Project Worker (Resilient Families)
Salary scale: £23,810
Hours per Week: 37 hours per week – Temporary until 31st March 2023 (may be extended subject to continuation funding)
Responsible to: Early Years Team Leader (Resilient Families)

Job Purpose

Working within the Resilient Families Team this position will support families with children aged 0-2 years; providing intensive one to one support and delivering the 8-week 'Little n Lively' programme across North and South Lanarkshire. The Little n Lively programme contains a variety of activities aimed to improve the health and wellbeing of children and families. Activities include Solihull, Play@home, Bookbug, Nutrition & Healthy Cooking, Physical Activity, Infant Massage & Stress Management.

The Project Worker will support disadvantaged and isolated families who are experiencing complex and challenging circumstances. The postholder will help support parents to develop their knowledge, skills and resilience, and build their confidence to manage and improve their and their child/children's health and wellbeing. The Project Worker will help support our volunteers and ensure all courses and activities run safely and efficiently following the aims and objectives of Healthy Valleys.

The Project Worker will be required to work closely with the Early Years Team Leader and liaise regularly with NHS Lanarkshire's Weight Management Team.

Responsibilities will include:

- Support the assessment of individuals/families and attend meetings with beneficiaries, volunteers, staff and partners agencies as required
- Coordinate the day-to-day delivery, facilitate and ensure the smooth running of the Little n Lively Programme
- Organise venues, crèches, transport, and volunteers to enable participants to attend the programme
- Ensure records are completed and maintained including registration forms, registers, health forms, session records, risk assessments & evaluations
- Ensure the health, safety and welfare of the participants at all times
- Communicate effectively with beneficiaries, volunteers, and other members of staff
- Work closely with the Early Years Team Leader to recruit, train and support volunteers
- Support the marketing and promotion of the programme
- Ensure all outputs and outcomes of the project are being achieved
- Represent the organisation at external meetings
- Work in partnership with other agencies to help get the best possible outcomes for children and families
- Ensure all Healthy Valleys' policies and procedures are implemented and adhered to
- Support the Early Years Team Leader to produce reports for funders, quarterly & annual reports
- Contribute to the project by attending staff meetings and development sessions to evaluate, review and plan services
- Undertake training and continued professional development as relevant to the project and as defined by the Early Years Team Leader
- Undertake any other duties as required by the Board of Directors

Person Specification

Project Worker (Resilient Families)

Criteria	Essential	Desirable
Experience <ul style="list-style-type: none"> ▪ Experience of coordinating, delivering, and evaluating community led health improvement programmes ▪ Experience of engaging and supporting/working with families in need of additional support ▪ Experience of working in the community/voluntary sectors ▪ Experience of recruiting, training, and supporting volunteers ▪ Experience of partnership working 	<ul style="list-style-type: none"> √ √ √ 	<ul style="list-style-type: none"> √ √
Knowledge and Skills <ul style="list-style-type: none"> ▪ Qualified to SVQ level 2 in Health, Social Care, Community Learning or equivalent ▪ Completed Solihull Training or equivalent (Early Years) ▪ Excellent verbal and written communication skills ▪ Excellent organisational skills & proven ability to meet targets (outputs/outcomes) and operational deadlines ▪ Excellent ICT Skills including the use of Word, Excel & PowerPoint ▪ Experience of using social media for marketing & promotion ▪ Training/qualifications in food & nutrition 	<ul style="list-style-type: none"> √ √ √ 	<ul style="list-style-type: none"> √ √ √ √
Personal Attributes and other Qualities <ul style="list-style-type: none"> ▪ Highly motivated and able to work on own initiative and as part of a team ▪ Flexible approach to work ▪ Friendly personality with a non-judgemental and positive attitude ▪ Full driving licence, with business insurance and access to own transport 	<ul style="list-style-type: none"> √ √ √ √ 	<ul style="list-style-type: none">

This position is subject to a PVG check

Applicants must be willing to work evenings and weekends as required

In partnership with NHS Lanarkshire, this post is funded through The Scottish Governments Early Intervention and Prevention of Childhood Obesity in Early Years Fund.