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| **JOB TITLE:** **Development Officer –** **Young Mums Groups** | **SALARY:** **£14p/h** |
| **HOURS: 15** | **LOCATION: Inverness** |

**Development Officer – Young Mums Group Job Description.**

**Job Purpose**

Build supportive, collaborative, and trusting relationships with parents and families to enable them to be connected within their community and confident to ask for support when needed.

Facilitate evidence-based parenting programmes and offer individual, holistic support to families who require a bespoke service.

Provide a family-centred approach with a commitment to safeguarding and promoting the welfare of children.

Actively engage with the community and work in partnership with statutory and voluntary services.

To support to deliver upon the vision and mission of the organisation.

**Safeguarding Requirement**

Halo is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedure to continuously promote a culture of safeguarding across the whole organisation.

**Main Duties**

Uphold the service values and principles, ensuring that safeguarding children and vulnerable adults is of paramount importance.

To build trusting relationships with parents and families, recognising their strengths and capabilities to help them identify their needs.

To work closely with parents and their families throughout the community, to enable parents to make connections with peers and their communities, signposting them to appropriate services and providing child development, health, and wellbeing advice where appropriate.

To build up knowledge and understanding of local resources and community and statutory services.

To comply and contribute actively to the required monitoring of outcomes for the service.

To refer and signpost families to specialist and other services when appropriate and with consent, in accordance with required protocols, and monitor family progress and engagement with referred services.

To facilitate and/or deliver evidence-based activities.

To establish and maintain a physical presence within the community.

Keep and maintain high quality records and produce reports when required.

Attend and deliver supervision and training sessions as requested.

To undertake any other duties as requested by the organisation.

**Experience**

Sound understanding of safeguarding procedures.

Proven experience in working with families, especially those facing disadvantage or vulnerability.

Excellent understanding of the social, emotional, and development needs of children under 5 and working with expectant families to promote healthy pregnancies.

Experience in developing and delivering community-based initiatives and services, that empower families and remove barriers to access.

Experience in developing and managing effective partnerships.

Experience in recording, monitoring data, and retrieving information.

**Knowledge**

Educated to degree level with qualifications in Childcare, Health and Social Care or equivalent relating to children’s services, family work, or evidence of recent and continuing professional development in relation to child development and/or family support practice preferred, but other relevant qualifications and evidence of continued professional development will be considered.

• DCPO Safeguarding Certificate

• Domestic abuse awareness certificate.

•Trained, or willing to receive training on: Asset-based approaches, Trauma-informed approaches, Adverse Childhood Experiences, and Parenting Programmes.

**Skills and abilities**

Ability to work with parents and encourage their positive engagement.

Commitment to the learning and development of young children and families.

Ability to work as a part of a team and on own initiative.

Good IT skills including use of Microsoft Word, Office, and email.

Commitment to continuing professional development.

Ability to communicate with people from diverse backgrounds, and strong

communication skills to remove any barriers to access.

**Additional**

• Full driving license and access to a vehicle is expected.