



# JOB DESCRIPTION

<b>Job Title</b>	Project Worker (part-time)
<b>Job Reference</b>	22PWCF
<b>Reports to</b>	Child and Family Centre Manager
<b>Location</b>	Child and Family Centre, Govan
<b>Salary</b>	£13,638 p.a.
<b>Hours</b>	17.5 hours/week
<b>Contract</b>	Permanent
<b>Probation Period</b>	3 months

## Position Summary

The vision of Glasgow City Mission is to see our city and its people flourish, and know fullness of life. The focus of the post is, in conjunction with the project team, to plan and deliver the services of the Child & Family Centre, including all areas of work with children, teenagers and parents. The post-holder is also jointly responsible for the provision of a safe and stimulating environment for all children and parents attending the Child and Family Centre.

In order to fulfil the Christian Ministry this role entails, applicants should have an active Christian faith with a live church connection in accordance with our Ethos Statement and Values as detailed below. This is an Occupational Requirement in terms of the Equality Act 2010.

This position relates to regulated work and will require membership of the PVG scheme.

## Main duties and responsibilities

- Involvement in the planning and delivery of the activities of the Child and Family Centre
- To specifically plan and deliver activities for primary and secondary children and their families during term-time and school holidays
- To work alongside other project workers in home visits, group work and the delivery of courses
- To liaise with parents with regard to the care and progress of their children
- To ensure that relevant statutory and good practice standards are adhered to, particularly Health & Safety, Child Protection & Equal Opportunities
- To deputise for staff as and when required
- To carry out admin tasks as and when required
- To participate in daily times of prayer
- To attend team and other meetings deemed appropriate
- To undertake any training considered appropriate by the organisation and the demands of the post
- Other duties commensurate with the post under direction of the Project Manager

## Education

Qualified to SVQ III in Health and Social Care or equivalent is essential

## Experience

Experience of working with children and families from a variety of backgrounds in a community setting is essential  
Experience of working in a community with socio-economic challenges is desirable.

### Skills and knowledge

- An ability to interact well with both children and parents from a variety of backgrounds.
- Knowledge of the key issues involved in social care and families, especially from deprived communities
- Leadership of groups and volunteers.
- Ability to communicate well with children, young people and adults
- A willingness to be a team player across all aspects of the project.
- Good planning and organisational skills
- Competent IT/Digital Skills
- Good verbal and written communication skills

### Working Demands

The post-holder should have a flexible approach to working styles and demands. Some regular evening and weekend work will be required.

### Package/Benefits

- Salary of £13,638 per annum
- 17.5 hrs per week
- pro rata of 42 days annual leave including 6 public holidays,
- Contributory Pension Scheme
- Life Assurance of 4 times annual salary
- Cycle to work scheme

### Ethos Statement and Organisational Values

The ethos of Glasgow City Mission is the motivation for all our work – it is the reason why we do what we do. It is to work together to extend Jesus’ model of the Kingdom of God on earth by living out a lifestyle of love, truth, justice, mercy and forgiveness, according to his teaching. We are inspired by the message, life and example of Jesus through which God’s unconditional love for all people is expressed. While this ethos is given life through our relationships, the way we work together and behave with one another, both demonstrate and authenticate our beliefs.

This is all rooted in our faith in Jesus Christ and in his love, which compels us to serve others, putting their needs first. When we work together, it is this faith, which directs and influences our internal relationships as well as our work with those who Glasgow City Mission is seeking to serve. In this way we operate on the understanding that our activities are simply an expression of our faith; that our “doing” derives directly from our “being”. There is an essential and indissoluble link between the inner and the outer, the private life and the public face of Glasgow City Mission. The link between who we are and what we do cannot be broken.

#### **Our values**

- We treat each person as unique and valuable, created in the image of God
- We cherish deep and authentic community
- We welcome all with compassion and unconditional love

### Our Commitment

Glasgow City Mission will ensure that you are given the support you require to undertake the above tasks, including regular supervision and support and an annual review of your performance with appropriate training and personal development input. Glasgow City Mission also commits to providing a safe environment for work. This job description will be reviewed on a regular basis and can be altered in consultation with your Manager

### Application Instructions

Please send completed application form & current CV to [info@glasgowcitymission.com](mailto:info@glasgowcitymission.com) including the job reference: 22PWCFC by Sunday 2<sup>nd</sup> October