

Children and Families Practitioner: Parental Imprisonment

Responsible to:	Online Operational Manager
Salary range:	£25-28k
Probation:	3 month probation period
Job Summary:	Children Heard and Seen is a charity that supports children and their families impacted by parental imprisonment. This role will work closely with the Thames Valley Violence Reduction Unit and a charitable foundation to deliver support to children with a parent in prison.
Working Hours:	37.5 hours a week. Some evening and weekend work is expected.
Location:	Hybrid working. Delivering monthly in-person activities and sessions in Buckinghamshire.

All staff are subject to an enhanced criminal records check. A previous criminal record does not automatically prevent someone from qualifying for this post. Each case will be assessed on its own merits.

The main responsibilities of the role include:

- Provide online one-to-one support to families affected by parental imprisonment
- Support the delivery of virtual group sessions for children and young people who have a parent in prison, and support delivery of group sessions for parents caring for children impacted by parental imprisonment.
- Deliver monthly face-to-face activities to children and families in the Buckinghamshire area
- Recruit and support volunteers in the Buckinghamshire area
- Attend multi-agency meetings in-person on behalf of Children Heard and Seen
- Deliver in-person school assemblies on the subject of parental imprisonment in Buckinghamshire.
- Co-facilitate delivery of Children Heard and Seen's training programme.
- Adopt flexible working while maintaining appropriate boundaries in provision of support, advice, and guidance to service users
- Provide regular feedback to your line manager.
- Seek support and help from the Online Operational Manager when appropriate and necessary. Regular supervision will be given, and the opportunity to debrief at other times will be paramount.

- To apply safeguarding and child protection procedures.

Person Specification – Selection Criteria:

Essential:

- Undergraduate degree
- Experience of working with children and young people and their families
- An understanding of working with disadvantaged or vulnerable groups
- Driver's licence and access to own vehicle
- Good negotiation, communication and interpersonal skills
- Ability to relate sensitively to the needs of prisoner's families
- Ability to work with a wide variety of people at all levels
- Ability and willingness to work independently and as part of a team
- Ability to prioritise/manage workload in a pressurised environment
- Computer literate
- Honest, punctual, reliable and trustworthy
- Able to maintain confidentiality
- Calmness under pressure and when dealing with challenging or confrontational behaviour
- Resilience and the ability to cope with emotionally-draining and traumatic situations
- Commitment to making a positive difference to the lives of service users
- A positive, non-judgemental, empathetic and sensitive approach

Contract: 12 months, Fixed-Term

Salary: £25,000 - £28,000

To apply for this role, please submit your CV with an accompanying cover letter. This letter should explain why you are well suited to the role, what your understanding of our organisation's work is, and what you hope to bring to the position.

Applications should be sent to info@childrenheardandseen.co.uk