

JOB DESCRIPTION

POST:	Project Worker (Case Management Support Service)
LOCATION:	Hybrid
RESPONSIBLE TO:	Service Manager
SALARY:	£29,500 to £34,490 per annum (pro rata for part time)

Children First is Scotland's national children's charity. We stand up for every child because all children should have a safe childhood.

We protect children from harm and support them to recover from trauma and abuse through our national support line and in their homes, schools and communities.

We help children, their families and the people that care for them by offering emotional, practical, and financial support.

We believe all children should have hopes, dreams and opportunities. But, for many they don't exist.

We work with families, funders, supporters, partners and volunteers to put Scotland's children first. Together we can create a safer, brighter future for all children in Scotland.

Our core values guide how each one of us works in our individual day to day job:

- With *love*, we put children first.
- With *purpose*, we transform children's lives.
- With *strength*, we do whatever it takes to protect Scotland's children.

GENERAL PURPOSE

- To support Scottish governing bodies of sport (SGBs) to ensure that:
 - ✓ wellbeing and protection concerns, complaints and subsequent investigations are conducted and managed effectively, in a timely and appropriate manner.
 - ✓ subsequent disciplinary hearings are similarly conducted and managed effectively, in a timely and appropriate manner.
- To build the knowledge, skills and confidence of SGB staff and volunteers, including Wellbeing and Protection Officers through training, mentoring and directed learning.

- To develop resources including practice guidance, tools and templates that support SGBs' management of wellbeing and protection investigations, and disciplinary hearings.

KEY RESULT AREAS

- Develop and maintain supportive relationships with **sportscotland** and SGB's staff and volunteers.
- Provision of information and advice on good practice in relation to wellbeing and protection in sport investigative and disciplinary processes.
- Assessment of wellbeing and protection concerns and planning the appropriate investigation required.
- Agree and provide proportionate level of co-working support for SGBs to manage individual wellbeing and protection investigations.
- Provide reflective learning opportunities for SGBs through the facilitation of case management reviews and supervision.
- Promote knowledge and skills development of SGB staff through mentoring support in respect of wellbeing and protection investigations.
- Development of practice guidance, resource materials and publications to assist sports organisations to appropriately manage wellbeing and protection investigations and disciplinary processes.
- Design and deliver learning and development opportunities for sports organisations in relation to wellbeing and protection investigations.
- Provide independent membership for SGB disciplinary panels.
- Respond to wellbeing and protection enquiries received through the service helpline.
- To make constructive use of internal support and supervision processes, and take responsibility for continuous professional development, undertaking mandatory and relevant internal courses as required.
- To support the wider organisational activity and strategy of Children First.
- To contribute to Children First working groups, sharing and developing practice and help develop best practice standards.

ADDITIONAL DUTIES

Any additional duties will normally be to cover unforeseen circumstances or changes in work and will usually be appropriate and compatible with the regular type of work. If an additional task or responsibility becomes a regular or frequent part of the job, it will be included in the job description in consultation with the post holder.

ADDITIONAL RESPONSIBILITIES

- To be committed and adhere to Children First vision, mission, and values.
- To comply with Children First Child Protection and Adult Protection policies and procedures and with National Guidance.

- To comply with Children First code of conduct (All Children First staff) and Codes of Practice for Social Service Workers and Employers (specific to Children and Family Services Divisional staff).
- To actively consider the involvement of children, young people, families and adults with whom we work, in all areas of practice and to implement the Children First Participation Standards.
- To actively consider the involvement of volunteers in all areas of our work and to implement the Children First Volunteer Development Policy.
- To observe all health and safety requirements.
- To work within and promote policies in relation to Equal Opportunities and anti-discriminatory practices. (Common Core ref: A1, A2)
- Record, maintain and review information, gained through the process of assessment, monitoring and review, within the Children First Case Recording System.

PERSON SPECIFICATION

POST: Project Worker - Case Management Support Service

	Essential	Desirable
Qualification:	<ul style="list-style-type: none"> • Relevant professional qualification and/or experience 	<ul style="list-style-type: none"> • CQSW/DipSW • Qualification in HR / Law / Sport / Coaching & Mentoring
Knowledge:	<ul style="list-style-type: none"> • Understanding of the principles of wellbeing and protection practice and investigations. • Knowledge of current issues in child/adult wellbeing and protection. • Awareness and commitment to children's rights and the United Nations Convention on the Rights of the Child (UNCRC) and/or human rights and the European Convention on Human Rights (ECHR). • Knowledge of effective volunteer support and management. 	<ul style="list-style-type: none"> • Understanding of wellbeing and protection issues within sport. • Knowledge or experience on the structure of sport in Scotland especially the governing body sector. • Training and experience in conducting interviews with children and/or adult witnesses using trauma-informed models. • Knowledge of legislation and practice guidance in relation to workplace investigations and disciplinary processes.
Skills:	<ul style="list-style-type: none"> • Ability to build and maintain trusting, professional relationships with a range of individuals including complainants. • Ability to provide appropriate and sports-sensitive advice on wellbeing and protection issues. • Ability to undertake a preliminary assessment of a concern/complaint and develop an Investigation Plan. 	<ul style="list-style-type: none"> • Ability to and experience in developing people using mentoring or coaching approaches. • Ability to facilitate Case Learning Reviews.

	<ul style="list-style-type: none"> • Ability to maintain and produce accurate and timely case records. • Excellent interpersonal and communications skills, both verbal and written. • Ability to write clear and structured reports. • Good organisational and project management skills. • Demonstrate integrity and ability to make impartial decisions supported by sound reasoning. • Ability to respect and manage confidential information in a discreet and professional manner. • Ability to work accurately, as part of a team and individually, paying great attention to detail. • Excellent presentation skills and ability to facilitate effective learning. • Ability to facilitate reflective learning opportunities for both individuals and groups. • Inter-agency liaison and communication skills. 	
<p>Experience:</p>	<ul style="list-style-type: none"> • Experience of conducting investigations and/or managing complex casework. • Design, delivery and evaluation of learning and development opportunities. • Experience of partnership working. • Experience of supporting and managing volunteers. 	<ul style="list-style-type: none"> • Experience of child and/or adult protection work. • Development of information guides, templates, and resource materials. • Experience of delivering wellbeing and protection training/materials to a variety of groups.

	<ul style="list-style-type: none"> • Experience of Microsoft Office. 	
Other:	<ul style="list-style-type: none"> • Ability to adopt a flexible and responsive approach to work sometimes outwith normal office hours (on a planned basis). • Enthusiasm and commitment. • An interest in the development and delivery of sport and physical activity in Scotland. • An awareness and interest in the work of Children First. • Commitment and promotion of equal opportunities and anti-discriminatory practices at work. • An awareness of personal responsibility in relation to health and safety. 	<ul style="list-style-type: none"> • Full current Driving Licence.