Inspiring Families officer
Job description and employee specification

Inspiring Families
CHELTENHAM
Inspiring Families officer

Municipal offices

Safeguarding and partnerships manager

37 per week

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Any volunteers assigned to support the project

To support the delivery of the Inspiring families Project by connecting with and working alongside families in Cheltenham to create strong and meaningful relationships, make informed choices and to take action on the things that matter to them. The Inspiring Families Officer will use the pathway below to support more resilient families that are able to make independent positive life choices and help build resilient communities that are able to support each other.
**Key duties and responsibilities**

- **Engagement activities to start a different relationship with families**
  Such as holiday veg boxes and school book banks.

- **Peer support training and self-help groups**
  Mainly based around our ‘Our Place model’ and accredited community training.

- **1:1 family support to establish the family’s ambitions for the future**
  Creating jointly owned plans that families and agencies are equally responsible for using family asset maps.

- **Partnership work to support families to become part of their community**
  Linking families in with community events and existing community projects.

- **Training for agencies and community partners on strengths based approaches to working with families**
  Including our accredited training programme.

- **Delivery of the Inspiring Families Partnership Prospectus**
  Use a variety of innovative data collection methods including happiness scales and connections maps to show impacts and find engaging ways to presenting reports to different audiences.
General accountabilities

- Work to add value to, and be a valued member of, the team and to be valued by customers.

- Maintain a safe working environment and ensuring, as reasonably practicable, that safe working practices are adopted by employees within the working environment.

- Work in compliance with the codes of conduct, regulations (including financial) and policies of the council.

- Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information.

- Show a commitment to safeguarding the welfare of vulnerable adults, young people and children, in line with Cheltenham Borough Council’s policy.

Key skills and abilities

- Show kindness including promoting self-care, community kindness and create welcoming spaces.

- Have the ability to work in a strengths based way including the use of restorative approaches and resilience building.

- Demonstrate understanding of adverse childhood experiences, trauma informed approaches and empathy.
Essential requirements - qualifications, skills, abilities and experience cont.

Qualifications

- National Qualifications Framework Level 4 or equivalent in a related field

Experience and knowledge

- Experience in a community based role
- Interest and knowledge of any of the following social inclusion, community safety, community cohesion and/or community wellbeing
- Working with families especially those facing adversity

Additional skills and abilities

- Is flexible
- Good level of IT skills
- Communicates innovatively with a diverse audience
- Willingness to adapt practise and learn new ways of working
- Is proactive
- Prioritises and meets deadlines
- To assess risk and escalate as appropriate
- Able to advocate on behalf of the families and communities the project supports
- Work in partnership to co-create solution to issues and problems that arise
- Ability to maintain strict confidentiality in accordance with current data protection legislation and safeguarding practice
Desirable requirements – qualifications, skills, abilities and experience

- Training in any of the following:
  - Restorative practice;
  - Trauma informed approaches;
  - Asset based community development
  - Similar strengths based ethos
- Relevant degree

Special conditions

- There may be a requirement to work at other locations to meet the needs of the project and its families.
- Expected to work reasonable additional hours to support the project including occasional evening or weekend work.
- It is desirable you have use of a car for work purposes but not essential.