



## Job Description

**Post:** Family Matters Practitioner

**Responsible to:** Project Manager

**Hours:** TBC

**Location:** Peterborough

**Salary:** TBC

### Circles Network Summary

Circles Network is a UK wide voluntary organisation based in Warwickshire, renowned for building inclusive communities on the foundations of justice, advocacy, empowerment, and friendships.

Working with people of any age who are isolated or at risk of isolation, this organisation has ground-breaking expertise in the development of Circles of Support, Independent and Collective Advocacy, Person Centred Planning, and Inclusion into the mainstream of life. Working in highly creative, entrepreneurial styles, we are dynamic and ever more determined to dream, dare and do.

### Project Summary

Family Matters embraces the philosophy that families are unique, resilient, and deserving of support that aligns with their individual journeys. It champions the well-being, choices, and aspirations of every family member while building a collaborative and empowering environment. Children, young people and families introduced to the project are assigned a practitioner to work closely alongside them to work towards goals and outcomes identified that will support the family to thrive.

### Job Summary

Family Matters practitioners as part of a team work with each family to understand their unique circumstances and the strengths and challenges faced by individuals within the family structure. They work with each person within the family structure, using person centred approaches and tools to make progress towards what's important for them and to them.

The practitioner is responsible for documenting the family's journey through the process and for keeping goals and actions on target so that they can arrive at a meaningful ending to the intervention.

The practitioner works in partnership with other organisations, professionals and community members to safeguard children and young people and to offer the most holistic and balanced approach and recommendations.

## **The Values of Inclusion**

All the work carried out by Circles Network is underpinned by a strongly held set of values and beliefs known as the values of inclusion. This philosophy, where all people, regardless of ability, are seen to be citizens of worth, drives us in our mission to support.

- Everyone has a voice and the right to be heard.
- All people have dreams and aspirations.
- All people have capabilities and qualities.
- All people should have power and control over what they do now and in the future.
- The whole community can benefit from embracing diversity.
- All people should have the opportunity to lead ordinary and valued lives.
- All people have the right to live and be part of the community.
- All people need friendships and independent relationships, a natural support network.
- All means All.

## **The Main Duties and Responsibilities of the post are as follows:**

- To work alongside children, young people and their families to provide high quality, safe and respectful support.
- To work with kindness and professional curiosity.
- To make connections with professionals and organisations with the community to facilitate effective communication and partnership working.
- To have a solution focused outlook whilst maintaining vigilant to the safeguarding of children and young people.
- To work creatively, utilising tools and resources already available and to design bespoke tools and resources where appropriate, to meet the communication needs of individuals.
- To have a good understanding about the differences associated with and the impact of Autism, Attention Deficit Hyperactive Disorder, Demand Avoidance, Learning Disability and Sensory Impairments within a family setting to suggest and implement effective ways of parenting most effectively and safely.

- To document in writing the progress of each individual and family.
- To produce reports to summarise the intervention and recommendations made for each young person and/or family.
- To work as part of a wider team drawing on the strengths and skills of other colleagues within Circles Network and sharing your own.
- To challenge, unsafe and counterproductive practice, providing appropriate feedback in a constructive and timely way that encourages both development and knowledge awareness.
- To work to the standards set down by the CQC and internal policies and procedures including health and safety, all safe systems of work and local safeguarding procedures.
- To successfully complete all mandatory training, commit to professional development and attend regular supervision/coaching, team and organisational meetings.
- To support the growth of Circles Network through formal and informal networking and informational sharing.
- To support activity and events as required for other Circles Network projects.
- To carry out any other duties as instructed by the leadership team.

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## Person Specification

**The person specification describes the qualities that we will be looking for when selecting an applicant for the post.**

### Essential Criteria

- The ability to actively listen to people.
- To be solutions focused.
- To understand, recognise and know how to respond to safeguarding concerns relating to a child or young person.
- Experience of working alongside children and young people with a diverse range of special educational needs and their parents and carers.
- The ability to communicate with a range of people.
- To be genuinely interested in people and in getting to know their strengths, interests and skills.
- Ability to show empathy and work with people from a variety of backgrounds.
- Good networking skills - confident in speaking to new people.

- Reliable, with good time keeping.
- A true belief in the values of inclusion and a passion to support people to uphold them.
- Good literacy and numeracy skills alongside an ability to use Microsoft applications.
- Fluent in English
- Good level of personal hygiene and presentation.
- To undertake an enhanced DBS check.
- A full, clean UK driving licence.
- A level 3 qualification, or above, relating to children and families.
- To have two or more years' experience of working with disabled children, young people and adults including people with learning difficulties and/or mental health issues.

#### Desirable Criteria

- Training and/or experience of Person-Centred planning.
- A level 5 qualification, or above, relating to children and families.
- Training and/or experience of a therapy or life building specialism like Neuro-Linguistic Programming, counselling, or Emotional Freedom Technique.
- Training and/or experience in marketing or public relations.
- Ability to be flexible about hours and location.
- Training and/or experience in teaching, training, or education.
- Excellent knowledge of the local area.
- Ability to or communicate in Makaton or BSL.