



Dear Applicant,

My name is Erica Tate and I am the Chair of Tulse Hill Forum (THF). Thank you for enquiring about the Job of Project Worker for our new Project, Parents Organising Play. Enclosed is an application pack, which gives you information about our organisation and the position you have applied for. Please send a CV and a short covering letter saying why you are interested in the job - please look at the person specification to do this. Please send by 2nd September 2017 to:

Chair Tulse Hill Forum,
c/o High Trees CDT,
220 Upper Tulse Hill London
SW2 2NE.

Or Email: hello@tulsehill.london

with all the relevant application materials. Interview date is the 19th Sept. If you have not heard from us by that date you have not been shortlisted this time
Look forward to hearing from you.

Erica Tate,
THF Chair

POP Project Worker Job Description

POP Project Worker

Location: Tulse Hill area

Job Title: Project Worker – Parents Organising Play (POP)

Grade: Self-Employed

Hourly Rate: £12 - £13.50

Contract: Maximum 1 1/2 years commitment

Hours: 10 per week

Reports to: Chair Tulse Hill Forum

Purpose of Job:

1. To work as a project worker within the Tulse Hill Forum area with a specific focus on developing opportunities for parents to organise activities, outings and experiences for themselves and their children of all ages.
2. To be focused on “distraction” activities to prevent children and young people being attracted by “criminal” related activity.
3. To establish relationships with children and families in an environment that is welcoming and meets their individual needs.
4. To empower all members of the family; parents/carers, children and young people to increase their knowledge of their family’s potential while building positive family relationships through play and time spent together
5. To run regular family groups that facilitates parents to support each other through transition periods using outside experience as well as local knowledge. These will include: educational achievement, school transfers, bullying and peer pressure.
6. To support families, parents/carers, children and young people to have a positive problem solving approach to parenting and engaging with outside agencies including schools.
7. To support parents/carers to raise funds to enable activities identified as desirable to be undertaken in an inclusive way.

Specific Duties:

1. To recruit and service a steering group of parents and older children to guide activities
2. To set up and run weekly parent support groups
3. To identify outings and activities that may be available to families from a wide range of sources
4. To assist parents to identify fundraising opportunities and complete application forms
5. To manage a budget for activities
6. To ensure that parents and young peoples groups are available, accessible and inclusive.
7. To co-ordinate activities and liaise with any supporting providers as required for example Childrens' Centres, Lambeth Early Action Partnership (LEAP)
8. To work with parents and carers individually, or as a couple, or in small groups as appropriate to increase participation
9. Promote an environment that safeguards and protects children and, when necessary, take responsibility for ensuring the appropriate child protection procedures are followed.
10. Develop and maintain effective working relationships with partner agencies in other public, voluntary, statutory and commercial settings.
11. To maintain clear and accurate records and produce written and verbal reports as required ensuring that all personal data is handled in a confidential and sensitive manner.
12. To undertake office and administration duties in connection with the programmes and the requirements of the People's Health Trust.
13. To manage workload and plan time effectively.
14. To take responsibility for own professional development.

General Duties

1. Ensure that the policies and procedures of the Tulse Hill Forum are followed, and ensure the service is always delivered in accordance with professional standards, policy and practice.
2. Work flexibly and respond positively to changing family needs and carry out any other duties within the scope of the nature and grade of the post, as directed by the line manager.
3. Staff Supervision Staff will be offered supervision on a monthly basis.

Flexibility

1. In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to in this job description. However, such duties will fall within the scope of the post.
2. Willingness and ability to work evenings, weekend and during school holidays
3. There will be the expectation that some holidays will be taken in term time.

Commitment to Equality

1. Deliver the Tulse Hill Forum's commitment to equality of opportunity through actively promoting equality and diversity in the work place and in the services delivered.
2. Ensure that the needs of all children and families are met, sensitive to gender, race, disability, creed, belief and sexual orientation.
3. Celebrate diversity and challenge stereotyping, prejudice and unlawful discrimination in the delivery of the service.

Health and Safety

1. Take responsibility for ensuring the safety of children and families through ensuring full compliance with Health and Safety policies and practice.
2. Ensure safe and efficient delivery of service by achieving high standards of health and safety.

Parents Organising Play (POP) Project Worker Person

Specification Work experience

At least 2 years' experience of working or volunteering within a community organisation .

- Experience in leading and facilitating groups either in a voluntary or paid capacity
- Experience of working directly with families either in voluntary or paid capacity Knowledge
- Have a good understanding of the local Tulse Hill Forum area.
- Have a good understanding of group dynamics
- Have a good understanding of inclusive practice and equal opportunities Skills
- The ability to facilitate group work
- The ability to communicate with local stakeholders and residents
- Ability to communicate clearly in writing and orally to committees and small meetings
- Word processing skills/ability to be self-sufficient in terms of administration
- Organisational skills, ability to prioritise and manage own work load
- Ability to draft promotional literature
- Ability to manage budgets in line with the requirements of any funding providers
- Ability to write reports and undertake administrative, and Peoples Health Lottery monitoring duties
- Ability to undertake training as necessary

Trust-building:

Works hard to build trust with people

Ability to bring people together in the community Attitude

Energy and enthusiasm to work and direct a diverse group in creating a strong community project.

Ability to allow the groups visions to develop and flourish without prejudice or bias

High level of self motivation while willing to be accountable and receive support Beneficial

Responsibility-taking:

Takes responsibility for actions and attitudes. Claims and solves problems in the community

Understanding and Empathy:

Works to understand others – their strengths, fears and needs.

Education / Training

Essential 5 GCSE grade C with Maths and English

Training/Qualification in Computer Skills for Work i.e. Windows Suite

Desirable Qualifications in childcare, social work, social care, youth work or education.

To get a better understanding of the Tulse Hill Forum please download previous Chair Reports

2015-2016 here

<http://www.tulsehill.london/content/tulse-hill-forum-agm-minutes-20152016>

2016-2017 here

<http://www.tulsehill.london/content/agm-chairs-report-2016-2017>

For information on POP progress so far see

#poptulsehill

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www.tulsehill.london

