

ABERDEEN CITY COUNCIL

JOB PROFILE

1 Job Details	
Job Title:	Family Learning Development Officer(Group Work)
Job Profile No:	
Directorate:	Education and Children's Services
Service:	Professional Learning
Grade:	G13
Version Date:	13 th Aug 2015

2 Job Purpose
<p>To manage and co-ordinate the development of Family Learning group work programmes in line Early Years and Parental Involvement strategies. Identify and engage families, support sustained involvement in learning, which is mainly focused on working with parents with children aged between 3-12 years in target schools and aims to enable parents and carers to support their children's learning and development. The post holder will contribute to the development and delivery of family learning programmes, to support personal growth through experiential learning and skills development. Engaging and working with families and other agencies in the regeneration areas of Aberdeen City. Providing line-management of part-time staff.</p>

3 Reporting Relationships
<p style="text-align: center;">Service Manager(Professional Learning)</p> <p style="text-align: center;">▼</p> <p style="text-align: center;">Family Learning Manager</p> <p style="text-align: center;">▼</p> <p style="text-align: center;">Family Learning Development Officer(Group Work)</p> <p style="text-align: center;">▼</p> <p style="text-align: center;">Family Learning Development Workers(Group Work)</p>

4 Outcomes
<p>The post holder will be expected to:</p> <ul style="list-style-type: none"> • Manage and co-ordinate the development of Family Learning group work programmes, in line with Early Years and Parental Involvement strategies. • Plan, deliver and develop family learning work • Line- management of part-time staff and volunteers • Maintain appropriate administrative and financial systems in relation to the service • Work with partner agencies to identify opportunities for the delivery of the Family Learning services/programmes • Identify training needs and assist in delivery of training • Contribute to appropriate staff teams and partnership groups • Implement systems for quality assurance, monitoring and evaluation

5 Knowledge

The post holder needs to be able to demonstrate an understanding or experience of:

- Extensive knowledge of Adult Learning/CLD approaches
- Extensive experience and knowledge of partnership working
- Knowledge of the statutory, regulatory, strategic and operational issues relevant to the specific post
- Knowledge of the equalities agenda
- Experience of working with individual learners and groups in a community setting e.g. Learning Centres, Schools
- Experience of line managing staff/team

6 Job specific skills and competencies

- Proven communication skills both written and verbal
- Ability to prioritise and plan own work and that of others
- Ability to prepare and present reports
- The ability to work proactively and with limited direct supervision
- Ability to manage competing deadlines and constant interruptions
- Ability to use a range of computer packages e.g. Microsoft Office
- Ability to plan and monitor work
- Ability to engage and relate effectively with families/vulnerable learners

7 Organisational Behaviours

The post holder is expected to display the following behaviours:

Communication:

1. Makes sure there are appropriate, sufficient and effective communication channels in place for the team, service or organisation for example regular 1-2-1's and team meetings.
2. Keeps people up to date
3. Communicates information clearly and concisely
4. Is open and honest in communication
5. Provides constructive feedback/advice/instruction

Customer Focus:

1. Encourage team and others to be customer focused
2. Invest effort in making a difference to how services are planned and delivered
3. Works collaboratively across service/team/organisational boundaries to deliver excellent customer service
4. Actively seeks out customer feedback to identify service improvements

Professionalism:

1. Is a role model for professionalism
2. Is flexible and willing to support change
3. Demonstrates honesty and integrity in their decisions and actions
4. Is accountable and holds other to account
5. Is task and solution focused
6. Behaves in a way that demonstrates respect for people, property and policy.

Respect

1. Recognises the time, effort and commitment of others
2. Shows respect for people at all levels
3. Support corporate decisions once these are made
4. Is fair and consistent in their approach

Creative/Innovative Thinking

1. Looks for more effective ways to improve the service and encourages others to come up with ideas and new ways of working
2. Is prepared to take managed risks
3. Looks for creative ways to continuously improve the service.

Team Leadership

1. Demonstrates a positive approach to work
2. Manage change effectively
3. Creates a work environment which promotes health, safety and wellbeing
4. Is supportive and encouraging
5. Represents team interest to higher management
6. Creates a culture of learning, e.g coaches and mentors others
7. Regularly monitors and reviews performance – recognises and acknowledges good performance; deals with under performance and other problems at the earliest opportunity
8. Provides active leadership to the team, service or organisation; demonstrates organisational values, is transparent in their approach, ethical, encourages trust and respect, is self aware and self regulates their behaviour.

Engagement

1. Provides a shared vision and direction and aligns employee performance with team, service and organisational objectives
2. Is accessible and approachable
3. Ensures relevant mechanisms are in place to encourage engagement
4. Encourages good working relationships
5. Delegates responsibility appropriately – strikes the right balance between giving guidance and giving responsibility

8 Requirements of the Job**The post holder needs to hold as a minimum:**

A degree level qualification in Community Learning and Development, or CeVe equivalent(e.g Diploma or Post Graduate Certificate in Community Education, Youth Work and Community Work)

The post holder would be expected to:

Have a PVG membership for Regulated Work with Children and/or Protected Adults or a willingness to obtain prior to a formal offer of employment being made.
Be willing to register with the CLD Standards Council.

9 Development
The post holder must have undertaken or be committed to undertaking the following within a specified period:
<ul style="list-style-type: none">• CPD or management training as required by post• OIL module – ‘For Your Eyes Only’ (ICT security)• OIL module – ‘Protecting Children’• Statutory CPD as required for the post• Non Statutory CPD as deemed desirable for the post