

Purpose:	RBF is a third sector organisation working with churches, local authority groups, voluntary sector organisations, schools and individuals on a wide variety of projects primarily for and with children and young people and the adults who care for them. Our team of Families' Workers help deliver our projects primarily in Essex, Hertfordshire and Greater London.
Title:	Assistant Families' Worker <i>Please note that where in other organisations workers specialising in a particular age range would be referred to as a 'Children's Worker' or 'Youth Worker', RBF gives all of our 0-19's team the title 'Families' Worker' as we feel to effectively minister to a child or young person engagement with their siblings and the adults who care for them is essential.</i>
Accountable to:	Partnerships Manager/Families' Worker
Team:	Outreach Team
Salary:	FTE £20,217 - £22,239 Full Time (44 Weeks PA; 52 Week arrangements may be available) 39 Hours per week

The Role of an Assistant Families Worker at RBF

RBF Assistant Families' Workers are expected to promote the faith, personal, educational, creative and social development of the families they engage with, helping them reach their full potential. They are part of creating a safe and supportive environment where families learn to treat themselves and others with kindness and respect, discover exciting new ideas and activities they are unlikely to experience anywhere else; places they can laugh, learn, experiment, make mistakes and thrive, growing into motivated, positive, resilient and caring citizens. Assistant Families' Workers will also have a key role in taking many families on a faith journey, introducing them to the Gospel, discipling them to become passionate followers of Jesus committed to sharing their beliefs with others and taking up their role in transforming the world into the place that God designed it to be.

Specific day to day responsibilities would include:

- Assisting with the creation of welcoming settings, often from scratch, that allow children, young people and adults to engage with pre-planned activities, following the direction of more senior staff and proactively engaging with participants and volunteers;
- Showing initiative during session delivery to head off issues before they become problems, anticipate tasks before they have to be allocated and being a strong support to the session leader at all times;
- Participating in the delivery of both open drop-in and closed membership sessions which may include games, positive activities, conversations and teaching, helping to ensure security and safe working throughout;
- Having meaningful conversations with session participants, identifying issues affecting them and working with other team to devise strategies for how their needs can be met;
- Working alongside others to deliver mentoring, coaching and other bespoke support for individuals, encouraging those RBF engages with to develop their self-awareness, independence and individual faith journey;
- Taking part in outreach activities, including detached street-based work and activities within schools and other community settings, both independently and in partnership with other organisations;
- Helping ensure that the outcomes of all work are evaluated and reported on;
- Working with others to keep registers, write evaluation reports and contributing to risk assessments and other planning/strategic documents as required;
- Making a priority of helping to foster strong relationships with external stakeholders such as schools and colleges, churches, local authorities, etc., along with participating in local networks alongside more senior RBF colleagues;
- Staying informed on legislation, local and national issues and examples of best practice in the field;
- Participation in occasional overnight/residential trips and activities both in UK and overseas;
- Ensuring safeguarding ([Policy](#)) of all participants and team is paramount in all aspects of delivery alongside a strong focus on Health and Safety ([Policy](#)) and Data Protection ([Policy](#)).

Additional Responsibilities would include:

- Regular and proactive communication with line/team managers and colleagues including attending regular meetings;
- Awareness of and adherence to:
 - RBF, policies and procedures, working within their guidelines and where appropriate, implementing policy ([RBF Policies](#));
 - Local Authority and appropriate partners' policies and procedures, working within their guidelines and where appropriate implementing shared policy;
 - Relevant legislation regarding activities undertaken.
- Engagement in the wider life of the organisation including participation in team social activities, fundraisers, retreats, etc., including using personal social media accounts and personal networks to promote the work of the charity;
- Always working in a flexible and co-operative manner and undertaking all such reasonable tasks as may be requested by the leadership of RBF outside the scope of this job description for the good of the wider organisation and those it serves.

Personal Qualities Required for this Post:

1. There is a Genuine Occupational Requirement (GOR) for the candidate to be an active, practicing Christian from a Trinitarian denomination. The Employment Equality (Religion and Belief) Regulations 2003 Section 7.2 applies.
2. Previous experience of children's and/or youthwork in a paid or voluntary context.
3. A lifestyle which allows the candidate to act as a role model for our service users, inspiring them to engage in the activities delivered and in a lifestyle in alignment with Biblical principles as laid out in the RBF Code of Conduct ([Code of Conduct](#)).
4. Ability to work in partnership with people from a variety of different ministry contexts and styles of churchmanship as well as those with no faith at all.
5. Well organised and proactive, able to take initiative and organise day to day tasks as well as being willing to submit to guidance from those in positions of leadership.
6. Good communication skills with the ability to quickly establish positive relationships with both children, young people and adults and also with colleagues of different ages.
7. Ability to present facts, concepts and ideas lucidly and engagingly in verbal, written and visual form to children, young people and adults – candidates must be able to support in the management of challenging behaviour effectively and sensitively.
8. Positive about embracing challenge and change, open to experimenting, new ideas, reflective practice and working with other organisations in a spirit of partnership.
9. Friendly, cheerful, positive and self-driven, able to work independently and as part of a team with the ability to work alongside others effectively so everyone feels positively engaged in tasks that need to be completed.
10. Working knowledge of ICT and ability to set up projectors, research topics online, create presentations, etc.
11. Good educational background, i.e., GCSE or equivalent.
12. Recognition that working in an organisation like RBF can be both physically and emotionally demanding due to the nature of some of the service users we encounter.
13. A believer in strongly supportive environments, sharing and being open with colleagues.

Other Relevant Information:

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| 1. Working Week: | Sunday – Friday (Usual pattern is one whole rest day and two half rest days) |
| 2. Church Attendance: | Families' Workers are expected to participate in regular acts of collective worship as well as house/Bible study groups |
| 3. Professional Support: | RBF staff complete a mixture of training throughout the year, with everyone completing a series of core courses with additional personalised CPD opportunities |
| 4. Location: | Successful candidates will be working at a variety of different venues, usually within our primary delivery area of Greater London, Essex and Hertfordshire |
| 5. DBS & Probation: | Appointments are subject to presentation of a satisfactory DBS certificate and a six month probationary period which may be extended at the recommendation of the candidate's line manager |
| 6. Progression: | RBF staff are given regular opportunities to explore promotions within the Organisation to senior and leadership roles |

Please note this post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.