

Post:	Family Support Development Officer
Accountable to:	Head of Programmes
Location:	Aberdeenshire
Contract:	35 Hours/week Two year post
Objective:	This post will develop new and support existing community based services that specifically address the needs of families affected by substance use.
Salary:	£28,409 plus 4% pension contribution.

Conditions:

The post is located in Aberdeenshire and has an Aberdeenshire wide remit involving significant travel throughout the council area and some to our offices in Glasgow. It is expected that the post holder will be required to work some evenings and occasional weekends. Due to the nature of this post, access to a car is essential. This post will be part of Scottish Families' staff team and be supervised by the Head of Programmes with a close working relationship with local partners including Aberdeenshire Alcohol & Drug Partnership (ADP).

Role:

To be responsible for developing, maintaining and delivering a range of family support services in Aberdeenshire in partnership with families and support groups affected by someone else's substance use and peer-led family support groups, ensuring an effective response to the needs of support groups and evaluating and demonstrating the impact of support services. The role holder will ensure integration with the wider peer support and recovery community and Aberdeenshire's Recovery Oriented System of Care (ROSC).

Responsibilities:

- To develop, maintain and deliver a range of family support services in partnership with families to address the specific needs of families and support groups including utilising evidence based interventions.
- To work with the three existing peer-led family support groups to co-produce and co-deliver a rolling programme of capacity-building and development support.
- To link into wider family and community networks such as kinship care to identify and support opportunities to grow and develop new peer-led family support groups.
- To offer one to one support for family members including advocacy, to ensure they can access their rights as outlined in the Carers (Scotland) Act and 'Rights, Respect, Recovery' strategy. (This includes face to face, telephone and online support).
- To act as a first point of contact, advice and expertise on family issues working as an integral part of the Aberdeenshire Peer Support and Recovery Community – for families themselves, treatment services, the recovery community and partner agencies.
- To offer support, advice and guidance to support groups to enable close working relationships with local stakeholders.
- To help achieve wider system change, as well as recovery system change, through communications, workforce development and influencing work, to increase the profile of families affected by alcohol and drugs across partner agencies, the local media and the wider community.
- To provide workforce development support to facilitate the strengthening of family inclusive practice across all of Aberdeenshire's Recovery Oriented System of Care (ROSC).
- To actively participate as a member of the ADP Service Delivery Group to enable service influence at this level.

- To encourage local involvement at a regional and national level.
- To identify local examples of best practice in family support to impact national service delivery.
- To support and work with local service providers to provide a families inclusive recovery agenda.
- To actively promote family recovery and family inclusive practice.
- To maintain and enhance existing peer networks and build new relationships.
- To participate in local authority forums to ensure the views of families are represented.
- To act as liaison with stakeholders and decision makers at a local and regional level with support of the Head of Programmes.
- To represent Scottish Families at external events where appropriate.
- To identify and utilise opportunities to enhance Scottish Families profile and the family support agenda.
- To develop and maintain appropriate monitoring and evaluation mechanisms for the post.
- To contribute to fundraising and funding reporting as required by the Head of Programmes.
- Operate within an Equal Opportunities Framework and promote equality issues in all aspects of work.

Any additional duties will normally be to cover unforeseen circumstances or changes in work, and will usually be compatible with the regular type of work. If an additional task or responsibility becomes a regular or frequent part of the job, it will be included in the job description in consultation with the post holder.

PERSON SPECIFICATION

POST: FAMILY SUPPORT DEVELOPMENT OFFICER

AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Degree in a relevant subject or equivalent professional qualification 	<ul style="list-style-type: none"> • Counselling qualification • CRAFT (Community Reinforcement & Family Training) or equivalent
Experience	<ul style="list-style-type: none"> • Direct client work • Group work experience • Facilitating or enabling the work of others • Direct work with families • Understanding of voluntary sector 	<ul style="list-style-type: none"> • Working with or as a volunteer • Delivering training • Experience of using and delivering web-based support services
Knowledge	<ul style="list-style-type: none"> • Issues for families affected by substance use • Values underpinning advocacy 	<ul style="list-style-type: none"> • Awareness of substance use and impact on families
Skills	<ul style="list-style-type: none"> • Ability to encourage and promote the development of family support groups • Ability to effectively and sensitively advocate for others • Ability to work at a distance from main office • Strong organisational skills. • Effective interpersonal and communication skills • Competent report writing skills • Ability to evaluate performance against agreed standards • Team working • IT literate 	<ul style="list-style-type: none"> • Ability to analyse training needs and create training programmes • Presentation skills.

Other	<ul style="list-style-type: none">• Flexibility in a developing role/task• Empathetic approach• Commitment to cooperative team working and equal opportunities• Available to work flexible hours, including evenings• Willing to undertake training and on-going learning• Due to the nature of this post, access to a car is essential	<ul style="list-style-type: none">• Experience of promoting service development to the public or media.
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