

- Post:** **CONNECTING FAMILIES DEVELOPMENT OFFICER** (*Two posts available*)
- Accountable to:** Senior Connecting Families Development Officer
- Location:** Edward House, Glasgow – with extensive travel around Scotland
(*Note: all staff currently home working due to COVID*)
- Contract:** Full time: 35 Hours/week
Two year contract
- Objective:** This post will support the delivery of Scottish Families’ strategic outcome that ‘Families are a movement for change’, including ongoing delivery of our Connecting Families programme.
- Salary:** £29,577 per annum plus 4% employer pension contribution

Conditions:

The post is located at Edward House, Glasgow – Scottish Families’ national office. (Note that all staff are currently home working due to the COVID outbreak and there is currently no confirmed date for the re-opening of the national office, based on Scottish Government guidance). The post has a Scotland-wide remit so will involve extensive travel throughout Scotland in due course. 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 line managed by the Senior Connecting Families Development Officer

Role:

This post will support the delivery of Scottish Families’ strategic outcome that ‘Families are a movement for change’, including ongoing delivery of our Connecting Families programme through engagement, design, delivery and evaluation. The post will work alongside the other Connecting Families Development Officer and the wider team to increase capacity and create more opportunities for families to influence sustainable change in relation to substance use and recovery. This includes change in their own lives and the lives of those around them, as well as influencing wider policy and practice in collaboration with other families. The Connecting Families programme is dynamic and is co-produced with family members, however the role will include initiatives such as our Family Recovery College, tackling stigma, promoting family rights, engaging with peer-led family support groups and networks, and running family and community events.

Responsibilities:

- To develop and deliver our national Connecting Families programme and its overall outcome that Families Are a Movement for Change, where families drive the development of a families' recovery movement, including co-producing projects, events and initiatives.
- To support the delivery of learning programmes, identifying ways of involving families, to promote family recovery with individual family members and community groups.
- To engage and support families, representing their interests and views in communities and relevant forums, as well as supporting them to advocate for their own interests and views.
- To support Scottish Families' aim for family voices to be directly heard through a range of platforms, including events, publications, podcasts, social media, and local and national print and broadcast media.
- To facilitate family engagement and influence in policy, research and service development at local and national levels.
- To work closely with other social movements, including local and national recovery movements.
- To support, develop and deliver national partnership projects which promote and develop family support in its own right, identifying barriers and taking action to collaboratively address and dismantle these.
- To signpost and refer family members to relevant Scottish Families and other support services for individual family support issues.
- To promote Scottish Families Strategic Plan 2020-23, 'Change Will Come' – including our Outcomes that Families are Supported, Included, Recognised, Connected to Communities, and are a Movement for Change.
- To actively promote family recovery and family inclusive practice.
- To represent Scottish Families at external events where appropriate.
- To identify and utilise opportunities to enhance Scottish Families profile and the families' agenda.
- To develop and maintain appropriate monitoring and evaluation mechanisms for the post.
- To contribute to fundraising and funding reporting as required, including identifying and sharing examples of best practice.
- To 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.

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AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Degree in relevant area or equivalent professional qualification 	<ul style="list-style-type: none"> Community Learning and Development (or similar) qualification
Experience	<ul style="list-style-type: none"> Building and maintaining relationships with individuals and groups Engaging with unheard or underrepresented groups to support empowerment and change Providing learning and development opportunities to individuals and communities Collaborative working, including initiating, participating and supporting communities to participate in partnership working and decision-making opportunities 	<ul style="list-style-type: none"> Working with or as a volunteer Experience of group work and facilitating groups to take action and influence change Developing appropriate learning resources and programmes suitable for a range of learning styles
Knowledge	<ul style="list-style-type: none"> Issues for families affected by alcohol and drugs Principles of co-production to shape service design and delivery Values underpinning community learning and development Awareness of the development of local and national recovery movements Understanding of family rights in the wider context of human rights 	<ul style="list-style-type: none"> Understanding of the national alcohol and drug policy context Understanding of the global alcohol and drug policy context Understanding of the voluntary sector Understanding of Family Inclusive Practice Issues for unpaid/unrecognised carers
Skills	<ul style="list-style-type: none"> Encouraging and promoting the development of family recovery actions (individual and collective) to help bring about change Effective interpersonal and communication skills Effectively and sensitively advocating for others Strong organisational skills Creating and maintaining effective administration systems for the post Evaluating performance against agreed standards Team working IT literacy 	<ul style="list-style-type: none"> Interacting within and across communities Representing the views of unheard/underrepresented groups at a local and strategic level with a range of stakeholders
Other	<ul style="list-style-type: none"> Flexibility in developing role/task Empathetic approach Commitment to cooperative team working and equal opportunities Available to work flexible hours, including evenings and weekends where required 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"> Promotional work with the public and media, including social media