**Job Description: Children, Young People and Family Support Worker**

**Location:** Swinton Lock Activity Centre, Dun Street, Rotherham, S648AN  
**Salary:** £29,932  
**Contract Type:** Full Time – 2 years

**Role:** 37.5 hours per week (some evenings and weekends will be required)  
**Reporting To:** CEO

**About Us**

Swinton Lock Activity Centre is a charity organisation dedicated to supporting children, adults, and families facing challenging circumstances. We work to build stronger communities by offering tailored services, advocacy, and practical support. Our mission is to empower individuals and families, fostering resilience and positive change.

**Role Overview**

As a **Children, Young People and Family Support Worker**, you will play a vital role in supporting children, adults, and families including our existing service users and those within the community. You will act as a key point of contact, providing practical assistance, emotional support, and connecting individuals to relevant services. This role is critical in promoting wellbeing, independence, and inclusive participation in community life.

**Key Responsibilities**

1. **Support:**

* Provide one-to-one and group support for individuals and families, assessing their needs and creating tailored support plans.
* Provide guidance, mentoring, and support to children and young people, building positive relationships and fostering their social, emotional and cognitive development
* Empower children, young people and families to set and achieve personal goals, develop resilience and overcome challenges in their lives.
* Offer guidance and advocacy, helping clients access housing, education, healthcare, and financial support services.

1. **Community Engagement:**
   * Build and maintain strong relationships with local communities, stakeholders, and partner organisations.
   * Organise and lead community events, workshops, and support groups to foster a sense of belonging and empowerment.
   * Represent our organisation at community events, networking meetings and promotional activities to raise awareness of our services.
2. **Case Management:**
   * Maintain accurate records of participant engagement, progress and outcomes using relevant databases and reporting systems.
   * Prepare regular reports, case studies and evaluations to monitor the impact of programmes and activities and inform of continuous improvement.
   * Ensure compliance with organisational policies, procedures and regulatory requirements including data protection and GDPR.
3. **Safeguarding and Advocacy:**
   * Identify and address safeguarding concerns in line with organisational and statutory guidelines.
   * Advocate for service users and our volunteers ensuring their voices are heard and their rights are upheld.
4. **Team Collaboration:**
   * Work collaboratively with colleagues, volunteers, and external agencies to deliver holistic support services.
   * Contribute to team meetings, service development, and reporting activities.

**Person Specification**

**Essential:**

* Experience working in a support, social work, or community engagement role.
* Strong understanding of the challenges faced by families, children, and adults in vulnerable situations.
* Excellent interpersonal and communication skills, with the ability to build trust and rapport with diverse groups.
* Knowledge of local services and resources, including housing, education, and social care systems.
* Ability to manage a caseload effectively, with strong organisational and time management skills.
* Commitment to safeguarding and promoting the welfare of children and vulnerable adults.
  + Experience of capturing data and reporting on this in line with our grant funders.
  + Excellent communication skills
  + An ability to work closely and non-judgementally with other people, showing an understanding of boundaries and a commitment to equal opportunities and anti-discriminatory practice.

**Desirable:**

* Relevant qualifications in social work, community development, or a related field.
* Experience in facilitating group sessions or community events.
* Familiarity with UK charity sector practices and regulations.
* A good understanding of early interventions, preventions and safeguarding.

**What We Offer**

* Competitive salary and benefits package.
* Ongoing training and professional development opportunities.
* A supportive and inclusive workplace culture.
* The chance to make a real difference in the lives of individuals and families.

**How to Apply**

To apply, please email [info@swintonlock.org.uk](mailto:info@swintonlock.org.uk) requesting an application form.

For further information or an informal discussion, contact Jayne or Rebecca on 01709578778.

Closing date for applications –30th May 2025

Shortlisting – Week Commencing 2nd June 2025

Interview date – Week Commencing 9th June 2025

Please note we do not accept CV’s, please submit your full application to the email above.

Please note if you are invited to an interview and require any adjustments, please let us know.

Swinton Lock Activity Centre is an equal opportunities employer and welcomes applications from all backgrounds.