

**MALE OUTREACH WORKER, FAMILY FRIENDS**  
PART-TIME, ONE YEAR FIXED TERM CONTRACT

**JOB DESCRIPTION**

Job title:	Male Outreach Worker
Reporting to:	Chief Executive
Location:	73 St. Charles Square, North Kensington, London W10 6EJ
Hours:	12-15 hours. Between the hours of 4-7pm during weekdays and 10-6pm at weekends. Times to be determined.
Holiday:	25 days pro rata including time taken between Christmas and New Year when the office is closed. This entitlement rises to 30 days after three years' continual employment.
Salary:	£9,600-12,000 (£28,000 pro rata based on a full-time week of 35 hours). A salary pay band will be established.
Pension Scheme:	3% employee contribution required, 7% Family Friends contribution.

**OVERALL ROLE**

Family Friends provides mentoring services to parents and children living in the Royal Borough of Kensington & Chelsea, Hammersmith & Fulham and South East Brent. Family Friends has The Queen's Award for Voluntary Service. The charity comprises five staff: two Family & Volunteer Co-ordinators, Chief Executive and Administrator. A Clinical Supervisor Consultant provides support to the team every few weeks.

The Male Outreach Worker will provide mentoring support to individual boys between 5 and 16 years from families referred to Family Friends. The boys will be referred by professionals e.g. social workers, early help, schools, and are all from vulnerable families living in Kensington & Chelsea, Hammersmith & Fulham and South East Brent. Each boy will have specifically requested support through a male mentor to provide a positive reliable adult male figure.

**ROLE AND RESPONSIBILITIES**

1. Providing mentoring support to boys referred to the Child Mentoring service:
  - responsible for a caseload of families
  - once introduced to a family, make weekly two-hour visits to the family's home and local area for a minimum of 6 months to each family.
  - Problem-solving on case, monitoring family welfare and alerting the safeguarding lead to safeguarding issues
  - Signposting and referring families on to appropriate agencies

2. Mentoring support will include building a positive relationship with the boy/s and providing practical, emotional and academic support tailor-made to the child's needs. They will do the following together during meetings at the family's home or in the local area: physical activities and sports; taste and cook healthy food; homework; discuss aspirations for the future; visit museums, libraries and parks; introduction to new interests; do arts and crafts and play board games; research local resources; register at libraries, sports and clubs. They will discuss gender-related subjects and issues such as bullying, gangs, peer pressure, relationships, and making and sustaining friendships. The worker will spend on average 15 minutes of each visit with the parent discussing parenting issues, healthy living and giving support with accessing training/employment.
3. Contributing to the planning and implementation of strategy to recruit male mentor volunteers.
4. Keep an up to date written log of each visit with the family and receive weekly supervision.
5. Attending staff or services team meetings, trustee meetings, away days and clinical supervision meetings if required.
6. Maintaining effective administration processes.
7. Maintaining effective monitoring and evaluation processes. Evaluating and monitoring the Family Friends' service, alongside the Chief Executive. Providing the Chief Executive with case study or other family information when required.
8. Answering the telephone, taking messages and undertaking other office duties as required.
9. Participating and contributing to risk assessment and policy development.
10. Contributing to developing induction training and ongoing training for volunteers and attending / delivering them if necessary.
11. To carry out tasks in accordance with Family Friends' principles and practices and to contribute to the development of these in the light of experience.
12. All staff are expected to take a flexible, team-based approach to their work. On occasion, you may be asked to contribute in areas not specifically outlined above but which are within the general objectives of this post.

## **PERSON SPECIFICATION: KNOWLEDGE, SKILLS AND EXPERIENCE**

### **Essential**

- Personal qualities required: warm, friendly, efficient, analytical, ability to withhold judgement, non-discriminatory, excellent listening skills

- At least two years' experience of providing family support to boys in an outreach setting on a voluntary or paid basis e.g. parent/child mentor; youth work; early help; immigration, bereavement, play sector, 0-16, housing, social work, children in care, special needs
- Excellent communication and presentation skills
- Excellent multi-tasking and administration skills
- Good memory to recall information
- Computer/typing skills
- Good team player
- Commitment to goals of the charity's work
- Ability to work flexible hours

#### Desirable

- Experience of working in the voluntary sector
- Educated to degree level or higher
- Knowledge of the local area
- Child protection experience