



JOB DESCRIPTION

Title	Home for Good Project Worker
Place of Work	Home based
Salary	£20,000 (pro rata) for a 3 year contract
Responsible to	Home for Good: Bath area Management Committee
Hours of Work	1 ½ days (11.25 hours) per week
Holiday Entitlement	25 days Annual Leave plus Bank Holidays (pro rata) = 10 days

Genesis Trust Bath is a Christian charity with a mission to help and support vulnerable people and those on low incomes in and around Bath. At present this is organised via ten projects, employing sixteen people and with the contribution of over 700 volunteers, many of whom belong to local Christian congregations.

Purpose of the Home for Good Project

Home for Good: Bath area is a local branch of national charity Home for Good (www.homeforgood.org.uk) operating under the auspices of Genesis Trust Bath.

The employment of the Project Worker has been developed and funded by a partnership between Genesis Trust Bath and Bath & North East Somerset Council (B&NES), in recognition of the resources that exist within church communities for individuals and families to offer children and young people a home and to be supported by their community in so doing.

The primary aim of the project is to identify, encourage and support people from church communities across the B&NES area, to foster and adopt children and young people who are looked after by B&NES Council and in the case of adoption, by other local authorities.

Purpose of the Post

- To develop the Home for Good: Bath area project by the promotion of opportunities for people of faith primarily across the churches to consider and apply to foster or adopt children and young people in partnership with B&NES Council.

- To provide information and advice to those considering fostering and adoption.
- To support prospective foster carers/adopters in local churches to apply, and then throughout the process of assessment as necessary.
- To work closely with B&NES Council Family Placement Team and relevant voluntary adoption agencies to ensure that those people making applications are well informed and understand what to expect.
- To work closely with the Home for Good: Bath area Steering Group to ensure good communication between the churches and the council plus any other interested parties to ensure there is a shared understanding of project aims and activities and of the council's legal and professional imperatives.

Main Tasks of the Post

Recruitment

- Build relationships with churches in order to increase awareness and understanding of fostering and adoption and to develop a culture of support for people involved in fostering and adoption
- Develop and encourage a network of Home for Good Champions in the churches
- Organise and manage information sessions and training events about fostering and adoption in local churches
- Help interested people from the churches to identify whether they should progress to a formal application, and assist them in doing so
- Enable the usage of the Home for Good national database for children and families

Providing Support

- Build a network of foster carers/adopters and other supporters from local churches to provide information and personal support
- Encourage and facilitate personal support for all enquirers
- Encourage and facilitate informal support for applicants through the application and assessment process as needed
- Encourage and facilitate support for families with adopted and fostered children, and for connected carers
- Initiate and manage local support groups for families with adopted and fostered children, and for connected carers

Relationships

- Call the meetings of the Project Steering Group, provide written progress reports on a 3 month basis, and circulate the minutes of meetings
- Liaise with **B&NES Family Placement Team** to understand more about the needs of children awaiting placements in order to give prospective foster carers/adopters up to date information
- Liaise with **Adoption West** from its start date of March 2018 onwards
- Work with B&NES to further develop faith literacy amongst the fostering and adoption teams and cultural awareness in respect of fostering and adoption for the churches
- Attend national and regional Home for Good events as directed by the Project Steering Group
- Network with other relevant organisations/groups seeking to recruit and support foster carers and adopters, and build confidence and trust

Administration and Communications

- Manage the Home for Good database of local families and volunteers
- Gather data on the activity and outcomes of Home for Good in the Bath area
- Prepare and issue newsletters to all supporters

Working Conditions

- The Project Worker is expected to be able to travel locally and regionally and appropriate travel expenses will be reimbursed.
- Some flexibility in working hours, including evening and some weekend work is required.
- The initial working hours is 1 ½ days (11.25 hours) per week. This will be reviewed after 6 months, with the potential to move to 2 days (15 hours) per week.
- The actual time worked each week may vary, provided that it averages out over a month or longer as appropriate
- This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to satisfactory clearance from the Disclosure and Barring Service.
- This post is subject to an Occupational Requirement that the postholder be a committed Christian under Part 1 of Schedule 9 to the Equality Act 2010.

April 2017

Person specification

Education/Qualifications	
1. Educated to 'A' level or equivalent or with relevant experience	Essential
2. Educated to degree level or with relevant experience	Desirable
3. Driving licence.	Desirable
Experience	
4. Experience of networking.	Essential
5. Experience of organising events.	Essential
6. Experience of managing volunteers.	Desirable
7. Experience of public speaking.	Desirable
8. Experience of working with churches and or Christians.	Desirable
9. Experience of fostering or adoption.	Desirable
10. Experience of working with Local Authorities.	Desirable
Skills/Abilities	
11. Strong organisational skills.	Essential
12. The ability to use initiative and take responsibility for tasks and be self-motivating.	Essential
13. Ability to implement programmes and develop new ideas.	Essential
14. The ability to interact courteously and effectively with a wide range of people both internally and externally, by phone, email and face-to-face.	Essential
15. Ability to be flexible and work in a rapidly changing team and organisational context.	Essential
16. The ability to prioritise and manage time effectively.	Essential
17. Confident communicator at events, church services and in meetings.	Essential
18. Competent in Microsoft Office(Word, Excel,Outlook), internet technology and social media, willing to learn simpler new technologies	Essential
Personal Qualities	
19. A willingness to work flexibly, at different times of the week, during different times of day according to need.	Essential
20. Able to work occasionally at weekends and in the evenings.	Essential

21. A clear commitment to the Christian faith and agreement with Home for Good's basis of faith.	Essential
22. Good Interpersonal skills, able to be diplomatic and to relate well to people from a wide variety of backgrounds, communicating effectively & sympathetically.	Essential
23. Passionate about/Interested in fostering and adoption and able to identify with and be committed to the vision and ethos of Home for Good.	Essential
24. Flexible and adaptable, willing to be involved in a wide range of tasks.	Essential
25. Own or have ready access to a car.	Desirable
26. Able to travel in the local area frequently and occasionally further afield for nationally led events	Essential

For an application form please email office@genesistrust.org.uk or phone Caleb 01225 463549

Closing Date is 31st May 2017