

Group Work & Peer Support Manager

families
outside

voicing the needs
of families affected
by imprisonment

Responsible to: Family Support Manager (Training)

Job Summary: Families Outside is the only national charity in Scotland that works solely to support the families of people involved in the criminal justice system. This post develops and delivers peer support groups (children & young people and their carers) for Families Outside in the west of Scotland, working closely alongside the Volunteer Manager, Family Support Manager (Children & Young People), and Regional Family Support Coordinators.



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Salary: SJC scale points 34 – 37 pro rata, updated annually subject to appraisal and where funds allow.

Hours: 28 hours per week worked flexibly.

Location: This post is based at Robertson House, 152 Bath Street, Glasgow G2 4TB.

Probation: A probationary period of 6 months will apply

Holidays: 25 working days per year pro rata, plus 10 Public Holidays increasing to 27 days after 5 years of service.

Pension: The pension scheme is a Group Stakeholder Pension Scheme. Employees can choose to “opt out” of the scheme, but without doing this means automatic enrolment. Families Outside contributes 4% to the scheme. Employees choose their own level of contribution. The combined total required to be in the scheme from 1 October 2018 must be at least 7%.

All staff are subject to a criminal records check from Disclosure Scotland. A previous criminal record does not automatically prevent someone from qualifying for this post. Each case will be assessed on its own merits.

Key tasks – Group Work & Peer Support Manager	
1	Develop a model of peer support based on content and learning from the ‘My Time’ models used in Liverpool and Oxford (and/or other models as appropriate).
2	Work alongside the Volunteer Manager and Regional Family Support Coordinators to recruit participants for group work in the west of Scotland.
3	Deliver group work sessions to support children, young people, and their carers in the west of Scotland.
4	Act as Link Worker for social work student placements assisting with group work participants.
5	Assist the Volunteer Manager and Practice Teacher to provide regular support and development sessions with volunteers/peer supporters/ student placements.
6	Develop and maintain policies and codes of conduct for peer group sessions.
7	Work alongside Families Outside Managers, staff, and families to identify how peer support may be utilised to best effect to achieve our organisational aims.
8	Gather feedback from families and staff about the value of peer support groups and how these can develop and improve.

Key tasks – General	
1	Liaise with Chief Executive, Deputy Chief Executive, and Regional Family Support Coordinators.
2	Adhere to all Families Outside organisational policies, and work within the aims and objectives of the charity.
3	Assist in statistical monitoring and reporting of outcomes as required.
4	Attend relevant and appropriate training courses.
5	Participate in staff meetings and in Families Outside events as required.

All staff should use the opportunity to seek support and help from the line manager when appropriate and necessary. Regular development sessions will be given, and the opportunity to debrief at other times will be paramount.

All staff are expected to undertake any other reasonable duties as required and appropriate to the post. (Additional duties will be to cover unforeseen circumstances or changes in work and will 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 - Selection Criteria		Essential	Desirable
EDUCATION	Relevant qualification		*
PREVIOUS EXPERIENCE	Experience of delivery of group work	*	
	Experience in work with children and young people	*	
	Experience of community work and case management		*
	Experience of working with disadvantaged or vulnerable groups	*	
	Experience in working with volunteers		*
SKILLS AND ABILITY	Good negotiation, communication and interpersonal skills	*	
	Some knowledge of the criminal justice system	*	
	Ability to relate sensitively to the needs of prisoners' families	*	
	Ability to work with a wide variety of people at all levels	*	
	Ability to access support from external agencies	*	
	Ability to work independently and as part of a team	*	
	Ability to prioritise/manage work load under pressure	*	
Computer literate	*		
PERSONAL QUALITIES	Adaptable	*	
	Personable, especially in engaging with children and young people	*	
	Be honest, punctual, reliable, and trustworthy	*	
	Calm attitude	*	
	Non-judgemental	*	
	Able to maintain confidentiality and personal boundaries	*	
	Willingness to work flexibly to meet the needs of the organisation	*	