

# Job Pack

All you need to know about working at Spark2Life.



## Introduction

We are delighted you are considering applying for a role at Spark2Life.

We are a small, dedicated team who work with young people, families, professionals, volunteers, and partners to deliver a wide range of programmes which align with our mission. We are looking for an enthusiastic person to join our team; someone committed to reduce violence affecting young people and who wants to work with likeminded people to make a difference. This information pack contains important information about the organisation, and the specific role you will be applying for. Please read it carefully.

To request this information in other formats, or if you have any queries, please contact [Recruitment@spark2life.co.uk](mailto:Recruitment@spark2life.co.uk)

## About Spark2Life

Spark2Life is a community inspired charity. We have been running programmes since 2006 and we operate in London, Kent and Buckinghamshire.

**Our mission:** To prevent harm and promote life. We strive to reduce violence affecting young people, racial disproportionality and school exclusions. We exist to help young people thrive by equipping them with the tools to successfully navigate life and increase resilience.

**How we work:** We work in schools and the community providing a wrap-around type of support to young people who are impacted by violence and criminal exploitation. We support their families and we train professionals in the sector to strengthen the support young people receive. Our programmes include: Mentoring; Casework; Detached work; Advocacy; Counselling; Awareness.

## Our Values:

### Hope

Through working together we aim to present SMART goals so those we support can reach and achieve what they do not have but need to become their best selves.

### Transformation

Offer new perspectives of thinking that influences a person's behaviour.

### Love

To offer unconditional positive regard and to show the outworking of our love through acts of service especially for those deemed less deserving due to their offending history.

### Justice

A wholistic person centred approach to justice. People may be dually convicted, but we need to make sure they are not un-fairly treated and sentenced.

### Integrity

Our action must match our words and we must speak from a place of truth and honesty seasoned with love and compassion.

### Forgiveness

Forgiveness can be hard to give and at times receive but carries so much power that when processed can lead to true freedom. If we want to receive forgiveness, we must learn to offer forgiveness.

### Wellbeing

Looking after oneself is important and rest is a necessity. Self-awareness and finding a healthylife rhythm is key to physical, emotional, and mental well-being. We seek to foster an environment that is supportive, accountable, and honest with ourselves and one another. We can only give out of what we have.

### Advocacy

We are committed to speaking up and standing up for those we represent and advocate for and with. We are passionate when it comes to fighting for racial and social justice to address issues of inequality and equity.



***“Every role at Spark2Life is critical to our mission to keep young people safe from harm and violence, including this role. Spark2Life is an inclusive employer and keen to attract diverse talent”.***

Dez Brown – CEO & Founder of Spark2Life

## Role Description

# Family Support Worker

Salary range:	<b>£25,000 - £27,500</b>
Annual leave:	25 days a year plus England Bank Holidays
Hours:	7.5 - 15 hours per week
Location:	Buckinghamshire (occasional travel to our Head Office in Walthamstow, London)
Duration:	<b>Fixed Term Contract (until 31st March 2025)</b>
Reports to:	Buckinghamshire Coordinator
Deadline:	

## About the role

As a Family Support Worker you will offer support to families in line with the vision and mission of Spark2Life. You will work with the parents of young people in Buckinghamshire who are in a mentoring relationship with a Spark2Life Community Mentor.

You will engage regularly with parents/carers, as well as with schools, professionals (also attending external meetings when required), and siblings. You will be offering parents/carers support around their children's transition from primary to secondary school, advice on the education system, signposting to external services.



# Job Description

## Key Tasks and Responsibilities

- Develop relationships with parents/carers of children who are a part of the mentoring project in Buckinghamshire.
- Support families by coming alongside them and by signposting to suitable services where appropriate.
- Provide information of our services and the services of other partners.
- Send written reports of sessions, outcomes, and support plans with service users.
- Support Community mentors to connect young people with their families where necessary.
- Support the Community Coordinator in communicating to local schools and other organisations about the Spark2Life program and in promoting opportunities to aid volunteer sign ups.
- Attend quarterly Partner meetings.
- Where required attend community events.
- Attend other meetings related to the family support work.
- Identify positive learning and good practice to report to the Community Coordinator

# Job Description

## Monitoring and Evaluation

- Accurately document all client interaction on Spark2Life's case management database (ChildView), always working in line with Spark2Life's case management policy
- Work in line with GDPR, maintaining confidential service-user records of interventions and contact details in line with Spark2Life's case management policy
- Support in the collation and production of reports as requested, including ensuring that appropriate recording, monitoring and evaluation of work is completed to set deadlines
- Carry out any administrative tasks, monitoring, evaluation and reporting as required

## General Responsibilities

- Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position.
- Contribute to overall management and organisation development of Spark2Life by attending meetings and training as required.
- Maintain and improve competencies through continuous professional development.
- Abide by all organisational policies, codes of conduct and practices.
- Actively support and promote inclusion, diversity and equality of opportunity in the workplace.
- Treat confidentially any personal, private or sensitive information about service delivery, individual organisations, clients and staff.
- This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

# Person Specification

## Abilities & Knowledge

- The ability to access and correspond effectively with multi-agencies to offer offenders support
- A good understanding of the needs, issues, and concerns of parents whose children are at risk of exploitation or offending/re-offending.
- The ability to present as a good role model to families
- Have a knowledge and understanding of child protection and health and safety practices and procedures
- Building effective relationships with people, preferably in a multi-cultural setting and multi-generational, motivating and enabling people make positive changes in their lives.
- Entering records into case management and monitoring systems
- Have good listening skills
- The ability to communicate effectively with people, families, social services and a range of other professionals
- Knowledge and awareness of issues and factors related to gang involvement and reoffending
- The ability to exercise initiative, work independently and take responsibility for the delivery of a programme
- The ability to communicate well through a variety of means (verbally, in writing and electronically)
- Understanding and awareness of GDPR and a commitment to work within our Data Protection Policy

## Experience and Qualifications

- Experience of working with young people who present challenges and lack motivation. This could be through volunteering, youth work or case work.
- Excellent level of communication and interpersonal skills
- Evidence of key competencies in literacy and numeracy with at least a qualification at GCSE grade C, NVQ level 2, or equivalent . Evidence of recent continuing professional development in a professional area relevant to the post will be required.

## Personal Qualities

- Commitment to anti-discriminatory practice and equal opportunities and an ability to apply awareness of diversity issues to all areas of work.
- Undertake training as required.
- Commitment to the core values and ethos of Spark2Life which is based on Christian Principles.
- Interested and motivated to further own skills and knowledge.

## Being part of the team

### At Spark2Life we want people to grow and succeed

Alongside our values, we expect everyone to display the behaviours needed to contribute to our vision and purpose. In return we seek to offer an inclusive, rewarding, and collaborative environment and several benefits.

#### Stay and grow

- 25 days annual leave, plus 8 bank holidays per year
- Annual performance review with development plans
- Manage your attendance, expenses and development via easy to use online Bright HR system and app
- Discounts for services and products via Bright HR system
- Free access to counselling
- Access to Employee Assistance Programme
- Team building sessions throughout the year

## How to apply

Deadline of sending your application:

To apply for this post, please:

- 1) download and complete an [application form](#)
- 2) attach your **cover letter**
- 3) attach your **CV**
- 4) send these via email to **Recruitment@spark2life.co.uk**

For any questions or to arrange an informal chat about this role, email the Prevention Manager, Arnold Maleco at [arnold@spark2life.co.uk](mailto:arnold@spark2life.co.uk)

#### Equal opportunities matter

Spark2Life is committed to providing equal opportunities for everyone regardless of their background.

If you would like to discuss your application, or have any queries about our work, please contact [Recruitment@spark2life.co.uk](mailto:Recruitment@spark2life.co.uk).