



Job Title	Lead Practitioner
Reports to	Project Co-ordinator
Employment Type	Fixed term until 31.12.23
Hours per week	15
Rate of pay	£35.000 pro rata

## WHO ARE WE?

ParentSpace is a parent led Borders wide charity. We know that parenting is the hardest and most important job in the world and that every parent wants to do the best job they possibly can. We also know it takes a village and we aim to ensure that no parent feels alone by providing courses, workshops, drop ins, 1:1 support and befriending.

## JOB PURPOSE

The Lead Practitioner will oversee the assessment of parents/ carers and the delivery of all ParentSpace courses, workshops and 1:1 support. He / she / they will be responsible for in house training and supervision of freelance facilitators and the Volunteer Co-ordinator. The post holder will ensure the values and aspirations of our organisation are reflected in all service delivery. As the frontline ambassador with our beneficiaries, he / she / they will be a motivating and inspiring influence at all times. The quality of service delivered by the Lead Practitioner is fundamental to everything that ParentSpace exists to achieve.

## ESSENTIAL RESPONSIBILITIES

1. Assessment of parents / carers
2. Training, support and supervision of sessional facilitators and the Volunteer Co-ordinator
3. Co-ordination and leading on delivery of courses, workshops and 1:1 support

## SPECIFIC DUTIES

1. Assess parents/carers for courses, workshops, 1:1 and befriending support, and/or oversee this process (for example, where required allocate experienced facilitators, or, Project Coordinator to carry out these duties).
2. Liaise with Volunteer Co-ordinator re referrals for Befriending.

3. Prepare and facilitate groups with sessional facilitators, and/or oversee this process (for example, where required, ensure that newly trained facilitators deliver courses with an experienced facilitator).
4. Support and supervise sessional facilitators.
5. With collaboration from the Project Coordinator and experienced facilitators, develop supplementary material and resources where required.
6. Support effective referral and cross-referral systems and processes for the beneficiaries of the service to ensure they get the best possible joined-up package of support for themselves and their families
7. Lead on participative strategies to engage with and support families and contribute to project development in collaboration with other staff and the Board
8. Promote the ethos and objectives of the organisation in a peer-based working and learning environment.
9. Ensure that all policies are applied, particularly re. Health and Safety, Child and Vulnerable Adult Protection and Equal Opportunities.
10. Maintain positive and purposeful relationships with referral services and other relevant project partners.

#### QUALIFICATIONS AND EXPERIENCE

1. Must be a parent
2. Relevant professional qualification or experience
3. Excellent written and verbal communication skills
4. Experience of training and supervision
5. Groupwork skills desirable but training will be given
6. Mental Health awareness desirable but training will be given
7. Experience of working in the community and knowledge of existing services desirable
8. Knowledge of parenting models desirable but training will be given
9. Competent IT skills

#### PERSON SPECIFICATION

1. Must be passionate about supporting parents and share the ethos of ParentSpace
2. Must have excellent interpersonal skills, able to engage easily with staff, service users and stakeholders
3. Must uphold the values of ParentSpace and embody unconditional positive regard, confidentiality and a non judgemental approach
4. Must be able and willing to work flexibly, including some evening and weekends
5. Must demonstrate a collaborative style of working
6. Must aspire to practice personal wellbeing and model practices to others