



Job Description for New Futures Key Worker- December 2021

Ireland's national organisation for people parenting alone, sharing parenting, and separating, is recruiting a **New Futures Key Worker**. One Family's vision is that every family in Ireland will be cherished equally, and will enjoy the social, financial, and legal equality to create their own positive future.

One Family Programmes Service

The One Family Programmes Service provides adult employability programmes to people parenting alone or sharing parenting. The service aims to develop and provide a range of best practice programmes that empower parents to move into education or work.

One Family's **New Steps** programme is a 6-week parenting support and self-development programme. New Steps can be taken as a stand-alone programme and is also designed as an introductory course into our New Futures programme.

The **New Futures Employability Programme** is a 20 week, innovative, motivational, manualised, specialist bridging programme based on evidence-informed practice for supporting people distant from the labour market.

One Family's employability and education programmes are part supported by funding received under the Gender Equality Activity of the European Social Fund (ESF) Programme for Employability, Inclusion and Learning ('PEIL') and the Employment and Social Innovation Programme (EaSI). The Gender Equality Activity aims to promote social inclusion and combat discrimination in the labour market. Our programmes since 2017 are focussed on women returning to education or the workforce. The Employment and Social Innovation (EaSI) programme aims to promote a high level of quality and sustainable employment, guaranteeing adequate and decent social protection, combating social exclusion, poverty, and improving working conditions.

We commenced delivery of New Steps and New Futures via online delivery from September 2020. From September 2021 we further enhanced and adapted the programme for online delivery to include facilitated Zoom classes, purpose built online learning platform and online wraparound supports & key working. This allows us to reach lone parents nationally.



New Futures Key Worker

This post will provide the right applicant with the opportunity to work as part of a dynamic and exciting project, providing 1:1 support to women detached from the labour market. The project aims to support people parenting alone or sharing parenting through our flagship New Futures Employability programme and assist them in accessing further education, training, and employment.

This post has responsibility for the individual support requirements of One Family clients through a needs assessment and key working system. All learners will attend weekly facilitated group sessions via Zoom and will also engage weekly in self-directed online learning on our course platform. The key worker will assist learners on a 1:1 basis to engage in personal development, career planning and further education and training. All key working and support will take place online via Zoom.

The successful applicant will work closely with, and be supported by, the New Futures Project Co-Ordinator and Programmes Manager throughout the project.

The role of the New Futures Key Worker will include:

- Conduct needs assessment with potential One Family clients
- Working on a 1:1 basis with learners and clients throughout their period of engagement with the New Futures Employability Programme
- Develop an Individual Action Plan (IAP) in conjunction with the client
- Support clients as they work through their IAP and support their progression through relevant internal and external programmes and supports
- Develop relationships with relevant referral agencies and be responsible for supporting client's progression to education, training, and employment
- Liaise with the One Family Services Team around the progression and support needs of clients including the wrap-around services of Counselling & Parenting
- To provide relevant and accurate education, training, and employment progression information to clients
- To assist in the recruitment and retention of clients in One Family Programmes service
- To assist in developing promotional material for the Programmes service
- To assist in outreach and promotional activities
- To maintain accurate records for all clients and assist in the development and maintenance of monitoring and evaluation procedures to track client progress and outcomes
- To assist the team in ensuring QQI accreditation requirements are complied with



Other

- To contribute to One Family publications where appropriate such as the monthly ezine, www.onefamily.ie, leaflets etc.
- To promote the project and Programmes service in conjunction with other staff
- To attend all required staff meetings, trainings and development days
- Participate in supervision and reviews with your line manager
- Participate in peer support
- To undertake other areas of work where necessary or as requested

The **New Futures Key Worker** in One Family will be responsible to the One Family Information & Programmes Manager and the New Futures Project Co-Ordinator daily and will be subject to all the policies and procedures of One Family. The job description of the New Futures Key Worker is designed in response to a strategic planning process and is subject to change in line with the overall strategic goals of the organization.

Person Specification- suitable candidates will have the following:

- Have a third level or equivalent qualification in a relevant discipline e.g., Social Care, Psychology, Education, Life/Career Coaching or similar
- Have excellent IT skills and experience of supporting clients online and over the phone
- Have extensive experience in 1:1 key working and client support
- Have excellent written, verbal, and interpersonal communication skills and professional boundaries
- Active listening skills
- Have interest in and experience of working with a socially excluded client group in a progression focused way
- Have a strong client-focused perspective
- Have knowledge of needs assessment systems
- Knowledge of QQI and education providers in Ireland, education progression routes, the employment market and skill development opportunities
- Knowledge of the social welfare system, housing and childcare supports and how they pertain to one-parent families
- Have a track record in the development of interagency working and relationship development
- Ability to manage sensitive information and issues including child protection and domestic violence
- Be enthusiastic, motivated, and innovative
- Be a self-starter with the ability to work in a team
- Be well-organized with good attention to detail



Although not essential, ideal candidates would also:

- Experience/ training in coaching, mentoring or adult education guidance
- Have experience in working with one-parent families
- Have experience of working in the Irish voluntary/community sector
- Understand family support services in Ireland and interventions to support the health and well-being of families

Further Details

This is fixed term (until August 31st, 2023), part-time post of 20 hours per week on an annual salary of €29981 pro rata (€17132 for 20 hours). Flexibility regarding hours of work is essential to meet the needs of our clients.

This post is subject to a 6-month probationary period. The role will be based remotely during the ongoing public health restrictions, but the successful candidate must be able to attend One Family's offices in Smithfield, Dublin 7, when required. A panel may be formed as a result of this recruitment process, from which current and future vacancies may be filled for this or other funded projects within the Programmes service.

A cover letter and CV **addressing the role and the required competencies as outlined above** should be emailed to Valerie Maher, Programmes & Information Manager, One Family at: info@onefamily.ie.

Closing date for applications is 5pm on Friday January 7th, 2022.

One Family is an equal opportunities employer

This project is part supported by the Irish Government, European Union and the European Social Fund as part of the ESF Programme for Employability, Inclusion & Learning (PEIL) [2014-2020](#) and the Employment & Social Innovation Programme (EaSI) [2021-2027](#)



An Roinn Leanaí, Comhionannais,
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