

# Job Description

## Position Details

<b>Position:</b>	Family Time Worker
<b>Directorate:</b>	Children Services
<b>Service:</b>	Placement Team
<b>Position no:</b>	BG16723
<b>Grade:</b>	4 – SCP 7-12 £26,403- £28,598
<b>Hours of work:</b>	37 per week
<b>Work style:</b>	Agile Worker
<b>DBS required:</b>	Enhanced Disclosure with Child and Adult Barred List
<b>Contact:</b>	Rebecca Lewis/Danielle Smith – 01495 369620
<b>Date:</b>	20.11.2025

**Politically Restricted?** ☐ Yes\* ☒ No

\* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

## About the Position

Reporting to: Team Manager – Danielle Smith.

Responsible for:

Supporting the line manager in ensuring an efficient and quality supervised family time service is delivered to children and families in Blaenau Gwent.

## Principal Accountabilities

1. To support supervised family time arrangements as agreed by referral and review
2. To ensure that family time sessions are planned and supported to meet the needs of the child(ren) in question.
3. To observe the interaction between families and children and use that knowledge to provide written reports of those sessions
4. To have IT skills that enable reports to be recorded onto the Social Services Electronic Database.
5. To support families in developing their relationships and interactions to ensure that family time sessions are as positive as possible for the child(ren)
6. To evaluate and share any relevant information with the allocated Social Worker and/or Team Manager

7. To contribute to relevant meetings
8. To ensure that the physical environment of the family time centre is safe and well maintained
9. To transport children to and from family time if required
10. To attend Court and give evidence if necessary.
11. To participate in induction and training programmes provided by Blaenau Gwent, and other appropriate agencies, including NVQs.
12. To take personal responsibility for own career development, including attending supervision and identifying training needs.
13. To participate in Departmental and Team meetings
14. To work flexibly.
15. To comply with all relevant County Borough Policies
16. To keep up to date with current legislation and information relating to Children's Services.
17. To carry out direct working with individual family members, accessing social activities and enabling social integration and networking as part of an individual family time plan.
18. To undertake any other duties falling within the remit of the post.
19. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
20. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

### **General Accountabilities**

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

# Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
<b>Qualifications</b>		
A relevant Level 3 (or above) professional qualification in Health and Social Care, Early Years, Education e.g. H&SC, CCLD, NNEB, EYCE	E	A
Safeguarding Level 1 and 2	E	A
<b>Experience</b>		
Proven experience of working with and delivering services / programmes to children, parents and carers	E	A / I
<b>Knowledge / Skills</b>		
Good IT / verbal and written communication skills with professionals, children, young people and adults.	E	A / I / PP
A good working knowledge of parenting programmes / strategies.	E	A / I / PP
Ability to maintain accurate records in accordance with Directorate Policy	E	A / I / PP
Ability to engage effectively with a range of professionals and agencies to promote partnership working	E	A / I / PP
Ability to work as a member of a team	E	A / I / PP
Understanding of the needs of children who are looked after and/or in need of protection	E	A / PP
Knowledge and understanding of current research, legislation and good practice in health and social care	E	A / I / PP
Ability to promote anti discriminatory practice	E	I / PP
To have clear personal/professional boundaries	E	I / PP
<b>Personal Attributes</b>		
<b>Special Working Conditions / Requirements</b>		
Full driving licence and access to a car for work purposes.	E	A
The right to live and work in the UK	E	A
Ability to work outside of office hours. (This may include weekends)	E	A / I / PP

<b>Minimum Welsh Language Skill Requirements</b>	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	A
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)	-
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).	-

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

### **Personal Competencies**

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

<b>Competencies – Delivering the Service</b>	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	PP
Involves line manager / colleagues in setting and meeting targets	PP
Reorganises work when necessary	PP
Sees tasks through to completion whenever possible	PP
Seeks help if workload becomes unmanageable	PP
Uses initiative to report issues that arise that impact on others	PP

<b>Competencies – Improvement and Change</b>	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	PP
Understands that changes are needed if things are to be improved	PP
Finds new and creative ways of doing things better	PP
Actively seeks to develop own skills and knowledge	PP
Learns from mistakes & welcomes constructive feedback	PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	PP
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	PP
Understands the links between own professionalism and the possible impact on the Authority's image	PP
Has a professional attitude that sets an example to colleagues	PP
Takes pride in own work and that of colleagues	PP
Is respectful, courteous and helpful at all times	PP

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	PP
Recognises potential value of others' opinions and actively seeks their contributions	PP
Asks for help when necessary	PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	PP
Makes sure that people are regularly informed	PP
Uses appropriate language, gestures and tone when talking with others	PP
Checks others have understood & seeks advice when necessary	PP
Actively seeks to improve all forms of communication with others	PP
Communicates professionally by using formal channels appropriate to the situation	PP

To find out more about working for Blaenau Gwent County Borough Council, visit [www.blaenau-gwent.gov.uk](http://www.blaenau-gwent.gov.uk)