

Job description

Job title:	Integrated Group Work Officer fixed term until August 2027		
Directorate:	People	Salary:	£31,015 - £36,581 per year Plus £753 London Weighting
Section:	Early Help & Communities	Grade:	BG-H, SCP15-24
Location:	Bracknell Hotel	Work style:	Fixed

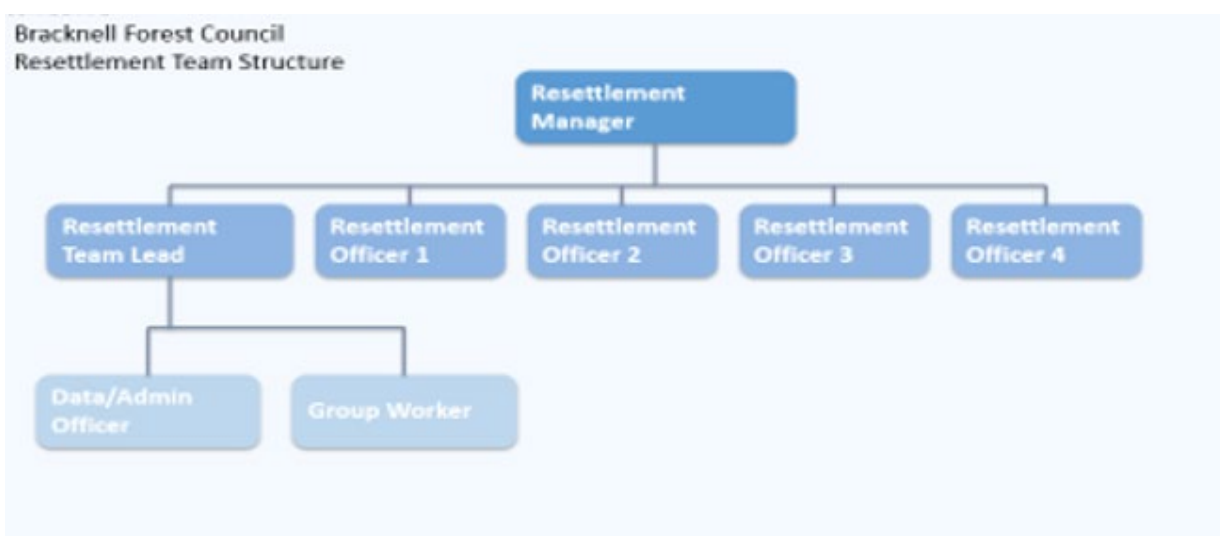
Key objectives of the role

To work as part of a multi-disciplinary team, both virtually and face to face, supporting families who are arriving under Government Migration Schemes. You will be responding to their immediate resettlement needs and seeking additional advice and support from professional and community networks where specialist knowledge or experience is required.

The post holder will deliver community engagement activities to foster a strong sense of community within the hotel, including organising events, coordinating volunteer programs, and participating in local projects. Additionally, they will collaborate with local organisations and partners to provide services, host events, establishing the hotel as a hub for community activities and connections. The officer will ensure universal group work provision for families of varying ages and needs, understanding and addressing their specific requirements.

Operating with a high level of care across all relevant agencies and services is crucial to ensure adherence to safeguarding thresholds concerning criminal exploitation, human trafficking, and domestic abuse. This collaborative approach aims to protect vulnerable individuals and uphold their rights.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- Organise and facilitate group work programs based on local authority models to support the integration of Afghan families.
- Coordinate and deliver various activities within group work programs, including Parenting groups, ESOL (English for Speakers of Other Languages) support, financial literacy sessions, Health and wellbeing sessions, Employment readiness training, Legal rights and responsibilities education, criminal exploitation, human trafficking, and Technology and digital skills training
- Collaborate with partners to understand cultural sensitivities, domestic abuse, and family conflict, and work with partners to deliver tailored programs and support to families
- Collaborate with partner agencies to jointly deliver activities requiring specific skills, knowledge, and expertise
- Deliver community engagement activities to foster a strong sense of community within the hotel, including organising events and gatherings for families and participating in local community projects
- Work with local organisations and partners to provide services, host events, and conduct talks at the hotel.
- Ensure universal group work provision for families of varying ages and needs, understanding and addressing their specific requirements.
- Establish the hotel as a central hub for community activities and connections.
- To problem solve and risk assess challenges to the delivery of early help universal related programmes and activities
- Champion the voice of children and their families by ensuring their views, experiences, and needs are actively listened to and incorporated into all aspects of service delivery, promoting person-centered practices and empowering families to participate in decisions affecting their lives
- To ensure that there are well established and consistent mechanisms to gather and act on feedback from families.
- Work with the team leader to ensure that group work sessions undertake appropriate quality assurance activity in line with BFC's quality assurance strategy, and learning translates into enhanced practice.

Scope of role

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

BFC CONFIDENTIAL



Person specification

Key criteria	Essential	Desirable
Skills and qualifications	Educated to at least Level 4 in one of the following, social care, education, parenting, family work or health services or equivalent experience Educated to GCSE A-C level or equivalent, including literacy and numeracy.	Hold a relevant qualification or have direct experience of working with children, young people and families with complex needs Level 1 Safeguarding Training
Competence summary (Knowledge, abilities, skills, experience)	Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare. Previous experience in facilitating group work, adult education, or community-based programs/ Ability to plan, organise, and deliver engaging and impactful group sessions. Flexibility in working with diverse groups and adapting sessions to meet varying needs. Experience of working within a multi-agency environment and a good understanding of how to navigate services that contributes to building service users' independence and confidence Ability to appropriately challenge where there is evidence of discriminatory practice. A genuine passion for supporting individuals in overcoming challenges and improving their lives. Strong time management and organisational skills with the ability to prioritise tasks and manage multiple responsibilities. Excellent verbal and written communication skills with the ability to engage effectively with a diverse group of participants and stakeholders.	Experience of working with displaced and/or refugee communities and interpreter services.

	Ability to be administratively self-sufficient and IT literate. Capable of independently managing tasks and projects, with a strong foundation in utilising digital tools to optimise efficiency and productivity. Proficient in essential applications such as Word, Excel, PowerPoint, and Outlook
Work-related Personal Requirements	The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment. Proactive and self-motivated. A willingness to familiarise oneself with customs and cultures of families, as part of familiarisation to the role. Able to demonstrate a tolerant, patient and solution focused approach. Able to recognise and manage conflicting pressures. Able to work both collaboratively and independently.
Other work requirements	A satisfactory enhanced Disclosure and Barring Service check. This post is exempt from the Rehabilitation of Offenders Act 1974. The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time.
Role models and demonstrates the Council's values and behaviours	Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities. We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and Council policies/procedures.