



## Younger Mum's Key Worker Job Application Pack

- Job Type:** Three years, full-time (30 hours per week).
- Location:** Office-based. Unit 17-18 North City Business Centre, 2 Duncairn Gardens, Belfast, BT15 2GG
- Benefits:** 28 days leave (inc. bank holidays)  
Pension scheme

**Application deadline:** 7th December 2021 at 5pm

**The Parent Rooms is an anti-racist organisation committed to advancing anti-racism and inclusion. We particularly welcome applications from Black, Asian, and Minority Ethnic people, we are under-represented in our organisation. We are an equal opportunities employer.**

### ABOUT THE PARENT ROOMS

The Parent Rooms is a mental health charity that supports parents living in Northern Ireland. Our mission is to provide **a circle of support around parents** and their families as they emerge beyond personal struggles to lead full and healthy lives. We do this through **peer support, counselling, wellness education, and awareness-raising**.

Our vision is to have **a regional circle of support** that every parent across Northern Ireland can access to **improve their mental and emotional wellbeing**.

Over the past two years, we have worked towards this vision by **training peer support volunteers** who are currently **delivering support services** in several locations across the country. We have **developed partnerships** with other third sector organisations and health services to **ensure parents can access support** when needed.

### OUR VALUES

These values are an important part of what it means to work at The Parent Rooms. **They're for us as staff, but also for our partners, parents, and volunteers;** we expect everyone to act in accordance with them.

We strive to live by them in everything we do and to use them as guides for decision-making. It's not just about what we do, **but how we do it**.

**COMPASSION:** We are empathic, respectful, and optimistic. We start with our parents' needs and meet them where they are. We put people at the centre of everything we do and we support people's choices and decisions.

**INNOVATION:** We embrace innovation and are always looking for ways to improve how we deliver our services, with the needs of the parents influencing this. We challenge ourselves to be open to new ideas. We stay aware of new and evidence-based ways of working. We think outside the box!

**RESPECT:** We value every person and treat them with dignity. We promote diversity and inclusion, and challenge inequality. We challenge bullying and inappropriate behaviour. We respect the environment and promote sustainability. We value everyone's input and ideas.

**COLLABORATION:** We work together to advance the purposes of The Parent Rooms. We work respectfully and constructively with partner organisations. We look for ways to partner with others for mutual benefit. We are open to collaboration with others.

**LEADERSHIP:** We build on our unique skills, experience, and expertise, including our lived experience. We contribute to research and campaigning where appropriate. We lead the conversation around mental health in our communities and beyond. We build a top-class service that others can aspire to.

**EXCELLENCE:** We deliver outstanding services to parents, volunteers, donors, partners, and stakeholders. We promote excellent parent and volunteer experiences. We always seek to improve our performance. We act with integrity and behave responsibly. We demonstrate accountability in all we do.

The Parent Rooms is at a moment of opportunity to make an even bigger difference in the future, and **we're looking for a new colleague who can help us achieve that mission of creating a circle of support around parents throughout Northern Ireland.**

## ABOUT THIS ROLE

The Parent Rooms is a relatively new organisation that has been making a real impact for parents in communities all across the country. Despite only launching our peer support services during the pandemic, we have provided support and wellbeing programs to over 600 parents, and demand for our service continues to grow. **We're excited to now be looking for a creative, confident, and versatile Younger Mum's Key Worker to join our team.**

We believe that the experts in the needs of younger mums is the mums themselves. The key worker is there to work in partnership with young mums, as part of a trusting relationship, to identify the strengths and needs of the young mums and to enable and empower.

The key worker is the central point of contact for younger mums within our service and how the key worker works will change to suit the needs of the parent. That is discussed and agreed between the key worker, the service, and the young mum.

As the Younger Mum's Key Worker, you will be managed by the Chief Executive and will work closely with our Parent Support Coordinator to **identify younger mums who may benefit from this service.**

This job requires **creativity, perseverance, patience, and resilience.** You will need to be able to work well within a team and bring your passion to this role. **You will be someone who is able to manage lots of moving parts and elements and can manage your time effectively.**

## OBJECTIVES OF THE ROLE ARE TO:

1. To provide one-to-one intensive support to younger mums. This includes:

- Working with younger mums who may have complex needs to **assess their needs and draw up, implement, and review support plans** in line with the aims of the service.
- To work alongside younger mothers, **offering practical and emotional support, and creative responses** to their needs. This may include crisis support. You will be responsible for supporting a caseload of 25 mothers per year.
- To **work closely in partnership** with a range of multi-agency partners including health, GPs, Community Mental Health Teams, Social Services and other relevant agencies and assist younger mums **to access, build and maintain effective relationships** with them.
- To **develop ways of fostering resilience and help strengthen support networks** through psycho-educational program work, and **creating opportunities for social connection** and life experiences
- To identify and monitor closely any **child protection issues** and notify management of any concerns immediately
- To **keep excellent service user records, write reports** and ensure **information is maintained and up to date** at all times using Salesforce.
- To be able to **participate and contribute in planning and strategy meetings**
- To ensure you have an understanding of and comply with The Parent Rooms policies and procedures for **promoting safeguarding of children and vulnerable adults**
- To **undertake training** according to the needs of the service
- To **work flexibly** including some evenings and weekends as may be required by the needs of the service and carry out any other reasonable duties.

## ESSENTIAL SKILLS, EXPERIENCE, AND PERSONAL QUALITIES

- You are **approachable, resilient, and discreet**, with the ability to **build trusting relationships** while **maintaining firm boundaries**;
- You're an **authentic, high-quality communicator, both written and verbal**, with the ability to build relationships with diverse groups and individuals effectively and appropriately through written as well as verbal communications;
- Solid understanding and proficiency in use of **video conferencing apps and social media**;
- Competent **multi-tasker, team player**, and determined **problem-solver**;
- **Adaptable and enthusiastic** about working in a fast-growing, fast-moving organisation;
- You are **committed to being part of a the creation of an inclusive and anti-discriminatory program** that tackles loneliness, mental and emotional wellbeing, and isolation.

## DESIRABLE SKILLS AND EXPERIENCE

- Experience in **safeguarding** and working with partners in the health and social care sector;

- Experience **working with younger mums**
- Experience **developing and running projects** from conception to completion
- Experience **writing funding reports**
- **Great attention to detail**
- Experience using **SalesForce**;
- Good grasp of office applications (Windows or Mac)

## OTHER REQUIREMENTS

- You are able to obtain a clear Access NI check;
- You have the right to work in the UK.

## HOW TO APPLY

In order to make our recruitment processes more equitable, we are trialling a task-based application process. Therefore, **we are not accepting CVs for this job vacancy.**

To apply for this role, please read the job application pack and the below task descriptions carefully. You can then upload your three completed tasks via our online application form by **5pm on 7th December 2021.**

**We advise having your three completed task files ready to upload before starting the form.**

**Successful applicants will be asked to attend an interview on Thursday 9th December.**

## APPLICATION TASKS

***Please note that the interview panel are the only members of staff who will see your task work. We value intellectual property and will not use any of your ideas or suggestions without your consent.***

<b>TASK ONE: Introduce yourself</b>
Please send us an audio recording of you introducing yourself and why you are interested in this role
<b>Why we're asking for this:</b> In this role, you will be introducing yourself to lots of parents, volunteers, and community partners. This task helps us to learn a little more about you and how you introduce yourself without the pressure of an interview setting. It also helps us to make sure we pronounce your name correctly and use the right pronouns, so please include those if you wish.
<b>Tip:</b> Try to relax, and imagine you are having a conversation on the phone. We're not looking for a perfect recording, but we are hoping to get a sense of who you are and why you'd like to work at The Parent Rooms.
<b>Requirements:</b> Audio file, no longer than three minutes. Please save your file: [YOURNAME] Task 1

### **TASK TWO: Your skills, experience, and personal qualities**

Please tell us how you meet the essential and (if applicable) desirable skills, experience, and personal qualities listed above in this job application pack. List each bullet point, and give an example of how you meet this criteria. This could be through paid, unpaid, or volunteer work, or training.

**Why we're asking for this:** As we're not asking for cover letters and CVs, we'd like to offer you the chance to tell us about knowledge, skills, or experience you have (whether paid or voluntary) that would make this the right job for you.

**Tip:** We look for transferable skills as well as experience. You may not have had a similar role in the past, but you may have performed similar tasks or have been able to demonstrate the criteria in a different way.

**Requirements:** Word document, Google doc, or PDF. Maximum of two pages. Please name your file [YOURNAME] Task 2

### **TASK THREE: Strategy**

For this task we'd like you to create a short work plan that lists what you would plan to do during the first three months in this role. You can present your work plan in any format you like, for example, you might use a timeline, and presentation, or simple bullet points. You don't need to go into great detail, just show us what steps you think you would need to take and when.

**Why we're asking for this:** The Younger Mums Ker Worker service is new to The Parent Rooms and will require a period of project planning. Therefore, we are looking for someone who is proactive and strategic in their approach. If you are offered the job, you will also be able to put this work plan into action, with support from your line manager, giving you a strong start into a new role.

**Requirements:** Word document, Google doc, or PDF. Maximum of one page. Please name your file [YOURNAME] Task 3

Please send your prepared files to [hello@theparentrooms.co.uk](mailto:hello@theparentrooms.co.uk) by 5pm on 7th December 2021. If you have any problems sending your application, have any accessibility needs, or would like to have an informal chat about this role, please contact Michelle Bradley at [michelle@theparentrooms.co.uk](mailto:michelle@theparentrooms.co.uk) or call 02895 38 04 04.

**We're looking forward to receiving your application, good luck!**