

Role Title: Community Resource Worker in the Special Guardian Order support team

Salary: £27,711- £34,314 (Band 7, SCP12 – SO1, SCP24)

Trust roles subject to review as part of rolling job evaluation

Location: Bradford, Sir Henry Mitchell House

About Us

Bradford has created a new Children and Families Trust. The Trust is commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf.

The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services. As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District. We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

We are a dedicated Special Guardianship Support Team within the Fostering Service, committed to providing comprehensive support to Special Guardians, children, and their families. Our team works collaboratively with other professionals to ensure effective multi-agency responses and adherence to departmental policies and procedures.

Purpose

As a Special Guardianship Support Worker, you will be responsible for providing direct engagement, crisis support, advocacy, and administrative duties. You will collaborate with other professionals to ensure early identification and response to needs, including crisis situations. Your role will involve maintaining accurate records, writing reports, and fulfilling various service roles.



Main Duties and Responsibilities

- Complete assessments to understand the needs of the child and the Special Guardian and develop tailored support plans.
- Provide support to Special Guardians and families in crisis, both over the phone and face-to-face during home visits.
- Work directly with children, Special Guardians, and their families.
- Partner with other agencies to achieve the best outcomes for children, young people, families, and Special Guardians.
- Keep accurate, up-to-date records using designated electronic systems and equipment.
- Write reports for meetings, reviews, monitoring purposes, and management related to overall planning for children.
- Fulfil various roles within the service, including duty expectations, handling telephones, emails, case work, and support groups for Special Guardians.
- Attend and contribute to team meetings and service developments.
- Provide advice, information, and support to promote the service.
- Contribute to the support of students, apprenticeships, and trainees.
- Take responsibility for your own personal and professional development, ensuring attendance at mandatory training and refreshers relevant to your role.
- Work independently to give advice and make decisions about referrals and calls, with support from management.
- Attend meetings related to the service, support children and carers, coordinate activities, and provide training as needed.
- Offer emotional support to Special Guardians and children and provide practical assistance such as help with accessing education, health, benefits, and other relevant services.
- Organize and facilitate training sessions and workshops for Special Guardian families.
- Seek external training resources and continue developing the service.
- Act as a link with colleagues to ensure the provision of specialist information on policy, legislation, and resources for Special Guardianship carers.
- Advocate for the child and Special Guardian families, ensuring their voices are heard and their rights are upheld.



Criteria

Qualifications

- NVQ Level 2/3 in Health & Social Care or Caring for Children & Young People, or an equivalent qualification (e.g., relevant degree, DipSW, RGN, Teaching, Youth and Community, etc.) as specified by the service. Equivalent qualifications must include work-based assessed competencies in working with children and families.
- Evidence of ongoing training and Continuous Professional Development (CPD) since achieving Level 2.

Skills and Knowledge

- Sound knowledge of legislation and standards related to fostering and Special Guardianship Order (SGO) support services.
- Ability to engage effectively with children, adults, and professionals.
- Range of spoken and written communication skills, including exchanging information, building relationships, providing advice and guidance, counselling, negotiating, and handling confidential information.
- Ability to gather, collate, and analyse facts to solve problems, including creative and critical thinking, developing practical solutions, applying problem-solving strategies, and managing interpersonal relationships.
- Ability to take initiative and independent actions within the scope of the job, including planning and organizing, self-effectiveness, and quality checking work.
- Promote equality, treat all people fairly, maintain impartiality, and be aware of the barriers people face.

Requirements

- Must meet either the Lower or Advanced threshold level for fluency in English as outlined under Special Knowledge.
- Must be able to work evenings, weekends, and bank holidays as required by the needs of the service.
- Must be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act 2010 regarding Disability Provisions.
- The post requires a Disclosure and Barring Service (DBS) check.
- Must have a full driving license and a car available.

