

Job Description

Family Support Worker

Reports to:	Family Support Service Coordinator
Hours:	17.5 hours per week (fixed-term contract for 3 years)
Location:	Belfast, Down and Ards area (on occasion across Northern Ireland)
Campaign Service/Cause:	Patient Services
Remuneration:	£31,357 - £33,301 Pro-rata (FTE 35 hours)

Overall Purpose of Post

The postholder will assist the Family Support Service Coordinator in providing a professional Family Support service for families throughout Northern Ireland who have been affected by a diagnosis of cancer.

The Family Support team offer guidance, emotional support and group work when an adult in the family has received a cancer diagnosis. An individual member of the family might benefit from one-to-one support, or the entire family can have a space to be together and share their feelings.

The Family Support Worker will deliver the service at the family home, outreach locations and at Cancer Focus Northern Ireland's office base. The service also engages with the charity's wider therapeutic teams to respond to the individual needs of local families.

Key Responsibilities

- To assist with the development and delivery of Cancer Focus NI's Family Support service within Northern Ireland.
- To assess the needs of families referred to the service and develop and implement appropriate care plans, and therapeutic interventions in consultation with the family.
- To refer families to other services as appropriate.
- To facilitate groups as required, such as, Family Night, Bereavement Groups, Parent Groups, Teen Groups etc.
- To assist the Family Support Service Coordinator in the development of appropriate resources for families and health care professionals.
- To liaise with other members of statutory health care or social care teams involved with the family.
- To assist in evaluating the effectiveness of the Family Support service through regular review and audit.
- To participate in and contribute to educational programmes for other health professionals, organisations and agencies as appropriate.
- To exercise autonomous professional responsibility based on the Code of Professional Conduct and Ethics of the post holder's professional body.
- To attend regular external professional supervision.
- To participate in ongoing training and continuous professional development
- To participate in meetings with funders or potential funders or assist at fundraising events if appropriate.
- To maintain high standards of administration including the use of a database systems for recording, including client and family record keeping and statistics.
- To assist the Family Support Service Coordinator in ensuring high levels of service user engagement in the planning, development and delivery of the Family Service.
- To assist the Family Support Service Coordinator in the development and implementation of the Young People's parliament and engagement programmes.
- To comply with Cancer Focus NI policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety, Confidentiality of Information, Child Protection, Vulnerable Adults and Record Keeping.

The post will involve evening and weekend work and will therefore require an element of flexible working.

This Job Description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

Person Specification

Family Support Worker

The below specification shows the essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Therefore, please address in a covering letter, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.

Essential Criteria

Qualifications

- A recognised qualification in nursing, teaching, social work, counselling, art therapy, play therapy or a creative therapy registered with the Health and Care Professions Council.

Experience

- At least 2 years post qualification experience working as a registered practitioner or teacher.
- Evidence of two years' experience working with families and children.
- Experience of working in the Voluntary or Health and Social Care sector or equivalent.
- Experience of working with and facilitating therapeutic groups.
- Evidence of creativity and innovation whilst working on projects involving families and children.

Skills

- Excellent interpersonal skills
- Ability to manage a large workload with competing priorities
- Ability to show initiative
- IT proficient including the use of spreadsheets and databases

Personal Qualities

- Enthusiasm, drive and commitment to continuous improvement

Applicants must hold a full, current driving license and have access to a car or some other appropriate form of transport to carry out the duties of the post.

Desirable Criteria

Qualifications

- Educated to degree level
- Training Qualification

Experience

- Experience of working within the cancer sector demonstrating knowledge and understanding of the needs of cancer patients and their families
- Experience of developing and providing training days and programmes
- Able to demonstrate experience of service evaluation and monitoring systems and procedures

Additional Information

Terms and Conditions of Employment

- Successful applicants must provide proof of their right to work in the UK. (This will be evidenced in the first instance by being in possession of a British or Irish passport or a valid UK Work Permit).
- The activities of this role meet the Access NI definition of regulated activity as outlined in the Access NI Code of Practice. Cancer Focus NI will obtain an Access NI Enhanced check for the successful candidate. Applicants who have a criminal record will be treated fairly and not discriminated automatically because of a conviction or other information revealed. Applicants with criminal records will be reviewed in line with Cancer Focus Northern Ireland's policy on the recruitment of Ex-offenders.
- If there is any reason you cannot work in Regulated Activity, you must disclose this to us. Cancer Focus Northern Ireland has a written policy on the Secure Handling, Use, Storage and Retention of Disclosure information.
- Satisfactory reference checks.
- 12 months probationary period.
- Evidence of relevant academic and professional qualifications.
- Evidence of appropriate vehicle documentation (i.e. driving licence and insurance cover) must be provided where the role necessitates travel on company business in own vehicle.

Benefits

- Flexible working policy
- 25 days Annual Leave, plus 12 statutory days (pro rata for those working less than 35 hrs per week)
- 2 additional days of annual leave after 5 years' service and a further 3 days after 10 years' service
- Enhanced Maternity / Adoption Pay
- Enhanced Occupational Sick Pay Scheme
- Contributory Pension Scheme
- Cycle to Work Scheme
- Mileage Allowance at the prevailing HMRC rate
- Life Assurance
- Healthcare Plan

Disability

Cancer Focus NI is an Equal Opportunities Employer and all applications are dealt with in accordance with the Disability Discrimination Act. A person is disabled if they have, or have had, "a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on your ability to carry out normal day to day activities".

If you consider yourself to have a disability relevant to the position for which you are applying, please contact us so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

Equal Opportunities

Cancer Focus NI is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

Application Process

The closing date/time for submission of CV and cover letter is **5.00pm, 22nd May 2025**.

Interview dates: 10th & 12th June 2025

If you would like to apply for this role, please submit an up-to-date copy of your CV and cover letter before this date/time to: hadmin@cancerfocusni.org or, mailed to:

Human Resources, Cancer Focus NI, 40/44 Eglantine Avenue, Belfast, BT9 6DX

We cannot accept Applications received after the closing date/time.

Guidance Notes on Applying for our role

Please ensure your CV is up-to-date and accurate. Cancer Focus NI will not make assumptions from the title of your post(s) or the nature of any employing organisation(s) as to your skills and experience gained.

- If you do not provide sufficient detail, including the appropriate dates needed to meet any eligibility criteria, your application may be rejected.
- ONLY the details provided by you in your CV and cover letter will be used for determining your eligibility for the post/shortlisting purposes.

Contact Details

If you have any enquiries regarding the recruitment process, please contact Gwyneth Richards (hradmin@cancerfocusni.org) or phone 028 9066 3281.