



Govanhill Community Development Trust

Multilingual Family Learning & Support Worker

(35 hours per week –
Fixed Term to August 2022)

Candidate Information Pack





Thank you for your interest in our vacant position of Multilingual Family Learning & Support Worker.

This file contains all of the information you will need to apply for the post:-

- General information regarding the Association and its subsidiary, Govanhill Community Development Trust
- Our job advert
- The Job Description and Person Specification
- A brief summary of the terms and conditions of the post
- Staff structures

The job Application Form is available as a separate Microsoft Word file which you may complete electronically.

Please note that the closing date for applications is Monday 29th November 2021 at 10 am. Interviews will take place on Tuesday 7th December 2021 and will be carried out via a suitable virtual platform to comply with Scottish Government guidance.

If you require further information regarding the Association, GCDT or the position advertised, please do not hesitate in contacting me direct or Morag Williamson, Corporate Services & HR Administrator on 0141 636 3626 or at mwilliamson@govanhillha.org.

Thank you.

Alison Kevan
Head of Corporate Services & HR
Telephone 0141 636 3625
akevan@govanhillha.org

1. Background

- 1.1 Govanhill Housing Association was formed in 1974 and is a Registered Social Landlord which operates within a Group Structure.
- 1.2 The Association owns 2,800 tenanted units and is factor to 1,500 owners.
- 1.3 The Association has a Management Committee and has four sub committees:
 - Development & Property Services
 - Tenancy Services
 - Finance & General Purposes
 - Audit & Risk
- 1.4 The Association's and GCDT Wider-Role activities are provided via the Association's wholly owned, non-charitable subsidiary, Govanhill Community Development Trust, which also owns and manages a portfolio of commercial properties.
- 1.5 The Association and GCDT operates from our offices at Samaritan House, part of the former Royal Samaritan Hospital which was refurbished by the Association in 2006.

2. Staffing

- 2.1 The Association's current staffing structure involves 82 (full time equivalent) staff deployed as follows:
 - Director
 - Senior Management Team –
 - Head of Corporate Services & HR
 - Head of Development & Property Services
 - Head of Finance & IT
 - Head of Tenancy Services
 - Development & Property Services Team
 - Tenancy Services Team
 - Finance & IT Team
 - Corporate Services & HR Team
 - Govanhill Community Development Trust



Govanhill Community Development Trust was established in 1991. It is a company limited by shares with all shares held by its parent, Govanhill Housing Association. The Trust has two main purposes:

1. To provide social, economic and environmental benefits for the Govanhill community

The Trust acts as the community regeneration, development and support arm for Govanhill Housing Association. The Trust has a wider role within the community working closely with the Association and delivers a wide range of activities. These include:

- Promoting Govanhill as a place to live, work and do business
- Supporting the development of local people's employability
- Promoting and supporting local volunteering
- Supporting local people to develop their language and literacy skills
- Family supports, including access to wider services and raising awareness of rights and entitlements
- Supporting social enterprise development
- Improving the local environment
- Community gardening and growing
- Community empowerment and engagement
- Promoting community cohesion and integration

2. The letting and management of a significant portfolio of workspaces

The Trust has progressively expanded its role in providing workspace and office accommodation. In doing so, the Trust has supported local economic development. We have a range of tenants including private businesses, community organisations, social enterprises, entrepreneurs and others. This role has protected a number of local buildings and provides an income that can be used to support the Trust's wider purposes.



Govanhill Community Development Trust works for the social, economic and environmental regeneration of Govanhill. We do this through the provision of affordable local workspaces and a broad programme of community development activity.

We are a wholly-owned subsidiary of Govanhill Housing Association – a community-controlled Registered Social Landlord operating within the Govanhill and Merrylee areas of Glasgow. The Association owns and manages around 2,700 homes and provide a Factoring Service to a further 1,500 private owners. It has a substantial Development, Major Repairs and Planned Maintenance Programme and delivers wider regeneration activity in partnership with Govanhill Community Development Trust.

**MULTILINGUAL FAMILY LEARNING
& SUPPORT WORKER
(35 hours per week,
Fixed Term to August 2022)**

**EVH GRADE 5 Spinal points 13-16
(£25,044 - £27,832)**

We are seeking a Romanian and/or Slovakian speaking Family Learning and Support Worker to support our work. This new role will be based within Annette Street and Cuthbertson Primary Schools in Govanhill. The worker will work closely with members of the school communities as well as colleagues in GCDT and Govanhill Housing Association to deliver the following:

- Support to develop and deliver family learning activities within local schools including efforts to improve attendance, develop literacy skills and encourage better parent or carer engagement with schools and children's learning
- Support to maximise opportunities for school families in relation to education, employment, health, housing, language/literacy and social connections.
- To make effective use of language and advocacy skills to help facilitate effective engagement between service users and colleagues within local organisations, GCDT and Govanhill Housing Associations' Welfare Rights, Housing and other Teams as required.

The new postholder will join an established team of skilled community workers within GCDT and Govanhill Housing Association who work collectively to support local Romanian and Slovakian Roma people. Their work will be delivered within the primary schools where they will join a supportive and well managed school community, supported by Head Teachers and Deputy Head Teachers.

To deliver this role it is essential that the postholder is fluent in Romanian and/or Slovakian. Any knowledge of Romanian and/or Slovakian Romanes would be helpful. You will ideally have experience of managing a caseload of individuals and families with a range of needs. Experience of working in an education setting, as well as organising training, events and community engagement activities would also be beneficial. This is a new and highly challenging role where the postholder will have the chance to shape the direction of the work, while improving attainment and making real practical differences to the lives of families connected with the school. If this sounds appealing, we'd love to hear from you. In addition to a competitive salary, we also offer a range of additional employee benefits.

Further information can be found in our application pack which can be obtained from our website www.govanhillha.org or by contacting:

GOVANHILL HOUSING ASSOCIATION, 79 Coplaw Street, Glasgow G42 7JG
Telephone: 0141 636 3626 Email: recruitment@govanhillha.org

Closing date: Monday 29th November at 10 a.m.
Interviews: Tuesday 7th December 2021

EVH conditions of service will apply.

Govanhill Housing Association is committed to Equality of Opportunities and welcomes applications from all sections of the community. These posts are funded with Scottish Government Pupil Equity Funding for an initial period of 1 year.





Job Description

Job Title	Multilingual Family Learning & Support Worker - (35 hours per week) – Fixed Term to August 2022
Section	Govanhill Community Development Trust
Grade	5 - PA11-16 (£25,044 – £27,832)
Date Reviewed	November 2021

1. Main Objectives of Post

- 1.1 To improve attainment levels within local schools.
- 1.2 To develop, deliver and support the delivery of family learning activity within school.
- 1.3 To provide a programme of practical support and advocacy for Govanhill's Romanian community for the families of children in local primary schools.
- 1.4 To build an appreciation of the importance of school attendance and support and encourage parents and carers to increase attendance levels.
- 1.5 To maximise opportunities for school families in relation to education, employment, health, housing, language/literacy and social connections.

2. Accountability

- 2.1 To the Sustainable Communities Coordinator on a day-to-day basis and ultimately through the Director to Board of Govanhill Community Development Trust.
- 2.2 While working within school settings, to the Head Teachers and Deputy Head Teachers at Annette Street and Cuthbertson Primary Schools.

3. Principal Duties

- 3.1 Support to develop and deliver family learning activities within the school community, including initiatives to improve attendance, develop English/literacy skills and encourage better parent or carer engagement with schools and children's learning.
- 3.2 Working with school colleagues to improve pupil attendance, parental engagement with schools, and parental/carers involvement in children's learning.
- 3.3 To support the integration of Roma individuals and families through signposting, advocacy work and practical support – working closely with colleagues in GCDT and Govanhill Housing Association.
- 3.4 To work with partners to maximise opportunities for local people to improve outcomes relating to education, employment, health, housing, language/literacy and social connections.
- 3.5 To continually build awareness of partnerships with local support organisations and networks to enable appropriate signposting for school families.
- 3.7 To raise awareness of the need for good school attendance and to support families to increase attendance levels.
- 3.8 To support the organisation and delivery of community events and other engagement activities.

4. General

- 4.1 Reporting on activities and development of case studies and other evaluation evidence.
- 4.2 To closely adhere to the health and safety requirements of GCDT and Glasgow City Council and encourage best practice in relation to Covid safety.
- 4.3 To help produce social media content and publicity material and with news and information about activities within the local school community.

5. Information & Confidentiality

- 5.1 Ensuring all GCDT related elements of and responses to Complaints Subject Access requests, Environmental Information Requests and Freedom of Information requests are made in line with policy and wider legal requirements.
- 5.2 Maintain confidentiality at all times and adhere to GCDT's policies and procedures in this area.

6. Other Duties

- 6.1 Attending meetings or events as required, occasionally outwith normal office hours.
- 6.2 Any other tasks as instructed by the Sustainable Communities Co-ordinator or Head Teachers within local schools, appropriate to the role and grading of the post.

Person Specification

Job Title	Multilingual Family Learning & Support Worker - (35 hours per week) – Fixed Term to August 2022
Section	Govanhill Community Development Trust
Grade	5 - PA11-16 (£25,044 – £27,832)
Date Reviewed	November 2021

1.	Education/Qualifications	Essential	Desirable
1.1	A Community Development, community education or similar relevant qualification		*

2.	Skills, Knowledge and Experience	Essential	Desirable
2.1	Ability to speak, read and write Romanian or Slovakian	*	
2.2	Ability to speak Romanian or Slovakian Romanes		*
2.3	Experience of working with Roma people and a demonstrable understanding of the issues facing the local Roma community	*	
2.4	Experience of community development, particularly increasing engagement from all sections of the community	*	
2.5	Experience of devising or delivering programmes of community education activity	*	
2.6	Strong organisational and time management skills with the ability to manage day-to-day workload with minimal supervision	*	
2.7	Ability to produce reports and maintain accurate records in relation to ongoing projects	*	

2.	Skills, Knowledge and Experience	Essential	Desirable
2.8	Excellent interpersonal and communication skills (written and verbal)	*	
3.	Personal Characteristics	Essential	Desirable
3.1	Flexible approach to work	*	
3.2	Ability to maintain confidentiality at all times	*	
3.3	Understanding of/empathy with the experience of those living in poverty	*	
3.4	Ability to demonstrate an understanding of equal opportunities legislation, GDPR and Freedom of Information requirements.		*
3.5	Experience of working in a diverse community	*	
3.6	Appreciation of Health & Safety issues including Covid-safety, lone working, working with groups and organising events		*



**RECRUITMENT OF
MULTILINGUAL FAMILY LEARNING & SUPPORT WORKER
(35 HOURS PER WEEK - FIXED TERM TO AUGUST 2022)**

SUMMARY OF PRINCIPAL TERMS AND CONDITIONS OF EMPLOYMENT

Govanhill Community Development is a member of 'Employers in Voluntary Housing' (EVH) and the terms and conditions for this job largely follow the EVH terms. A summary of the principal areas are as follows:

Salary Scale

The current EVH salary scale for this job is Grade 5 (Spinal Points 13-16) - £25,044-£27,832.

Hours of work

This post is for 35 hours per week and a flexi system is in operation.

Holiday Leave

25 working days holiday leave and 15 days general and public holidays (pro-rata) is available.

Pension Scheme

The Trust is a member of the Scottish Housing Associations' Defined Contribution Pension Scheme which you have the option of joining 3 months after your start date.

Notice Period

One month by either party.

This summary is for general guidance of applicants and will not form part of the contract of employment. Any offer of employment will be subject to the receipt of satisfactory references.

