Coordinator – Child Contact

18 - 36 hours per week (job share available)

Permanent

£27,032 - £27,556 (£14.44 - £14.72 per hour, dependent on experience)

8% employer pension contribution

Flexible, including weekends and occasional evenings.

Relationships Scotland Orkney are looking for a highly organized individual to support separated families with child contact arrangements. You will be part of a small team of passionate individuals who are committed to helping families transition through separation/divorce, and to help improve the outcomes for children.

Our Child Contact Centre offers a space where children can see a parent they no longer live with, supervised or supported by staff; or where parents/carers can hand over a child/children to the other parent/carer.

As Child Contact Centre Coordinator, you will be responsible for arranging all child contacts, ensuring effective communication with parents and/or their legal representatives, setting up the required paperwork; arranging a staff rota, arranging training for staff and supporting duty staff on the day when the contact takes place. This is usually a Saturday and sometimes also during the week.

You will also be responsible for providing administrative support to ensure the efficient running of our services, including supporting the Client Liaison Worker and deputising for them during absences; and providing some administrative support to the Service Director.

You should hold an SVQ3 or equivalent SCQF Level 6 qualification, or have a minimum of 2 years' experience, preferably in an environment such as a school or nursery. Training will be provided and this post is subject to membership of the Disclosure Scotland scheme.

Relationships Scotland Orkney is an independent local charity, and a member of the Relationships Scotland Network of 21 member services across the country. We are a Scottish Living Wage accredited employer. For more information about us and our services, visit: www.rsorkney.org.uk

This role is mainly based in Kirkwall.