



Coventry City Council

Job Description

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| Job Title: | House Project Facilitator | Job Number: | |
| Service: | Through Care | Grade: | 5 |
| Location: | Broadgate House | | |

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

To provide direct support to care leavers and young people in care who have been referred to the House Project, ensuring that they have the maximum possible ownership of the project, maintain their membership and achieve good outcomes.

The post holder will have to work tenaciously, flexibly and in an entirely solution focused and empowering way.

This role involves evening and weekend work as part of a rota.

Main Duties and Responsibilities:

The facilitator will:

- Take day to day responsibility for updating assessments and plans
 - Provide individual and group support to young people.
 - Work flexibly, including evenings and weekends.
 - Work with young people individually and as a group to enable them to take ownership of the following key areas:
 - o Their Local House Project – including the rules of engagement, terms of reference, policies and procedures
 - o Their education, training and employment pathway
 - o Their own risk assessments and safety plans.
 - o Their ability to work as part of a team.
 - o Managing their own finances
 - o Managing the project budget*
 - o Managing the selection, refurbishment and maintenance of their homes
 - o Managing a home
- * young people will plan and make proposals within this budget, however all spending will have to be agreed by the project board.

- Support young people to work with the local steering group to present policies, plans and reports to a high standard and with positive outcomes.
- Work in close collaboration with social care, education, health, housing and other agencies to ensure that young people's views are at the heart of all decision making.
- Make referrals as needed or required in terms of safeguarding or limits of professional expertise, acting at all times in accordance with local safeguarding procedures.
- Use the House Project Practice Framework in a way that is anti-discriminatory and that actively promotes equal opportunities.
- Work closely with social care as required on any aspects of care planning or other statutory work.
- Arrange and chair, or support the chair, of meetings associated with the project.
- Support the review Personal Education Plans (PEP), Educational Pathway Plans, (EPP) Pathway Plans, Careers Assessment or other meeting for young people where necessary.
- Have the ability to support, challenge and actively involve young people, families or professionals appropriately and successfully.
- Keep up to date and accurate records as required.
- Engage and work with the National House Project, including attendance at Community of Practice meetings, training and conferences.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:

Responsible to: House Project Lead

Date Reviewed: 09/01/21

Updated:



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Person Specification

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| Job Title: | House Project Facilitator | Job Number: | |
| Service: | Through Care | Grade: | 5 |
| Location: | Broadgate House | | |

| Area | Description |
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| Knowledge: | <ul style="list-style-type: none"> An understanding of (or working towards) child development, the impact of trauma and experience of working with vulnerable young people to an agreed practice framework. |
| | <ul style="list-style-type: none"> National House Project |
| | <ul style="list-style-type: none"> Clear understanding of safeguarding and ability to assess situations for and with young people, managing and referring on appropriately. |

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| Skills and Abilities: | <ul style="list-style-type: none"> Ability to take day to day responsibility for assessments, plans and individual support for young people in the House Project as agreed with the care professional network. |
| | <ul style="list-style-type: none"> Ability to form positive relationships with young people that facilitate positive personal development. |
| | <ul style="list-style-type: none"> Ability to regulate high levels of emotion and tolerate the anxiety of others. |
| | <ul style="list-style-type: none"> Ability and motivation to involve young people in decision making at every level. |
| | <ul style="list-style-type: none"> Absolute personal commitment to the aims of the House Project, willingness to be accountable for outcomes for young people and a 'can do' approach necessary to achieve them. |
| | <ul style="list-style-type: none"> Ability and tenacity necessary to work with experts and young people to enable young people to assimilate manage and further develop complex plans. |
| | <ul style="list-style-type: none"> Highly developed interpersonal skills and the ability to develop good working relationships with a variety of agencies to include colleagues in school, training providers, Youth Service, Social Care, Health, Careers and Youth Offending Service. |
| | <ul style="list-style-type: none"> Highly developed communication and influencing skills in a variety of contexts with young people, i.e. one-to-one, group discussions and formal meetings through which consensus, decisions, team commitment and good outcomes are achieved. |
| <ul style="list-style-type: none"> Ability to work effectively on own initiative, manage time, achieve challenging outcomes to tight deadlines. | |



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| Experience: | <ul style="list-style-type: none">• Demonstrate previous successful experience of working with young people, who have faced difficult circumstances, some of whose behaviour may be challenging or chaotic, and supporting them to build confidence and achieve good outcomes under pressure. |
| | <ul style="list-style-type: none">• Have an understanding of the social, emotional, safeguarding and practical challenges facing young people in care and care leavers and understanding of how these may be overcome. |
| | <ul style="list-style-type: none">• Willingness to learn and use new technology to improve working practices. |

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| Educational: | <ul style="list-style-type: none">• Satisfactory check through the Disclosure and Barring Service. |
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Date Reviewed: 09.01.2021

Updated: