

# Job Description and Person Specification

Role: Early Help Partnership Coordinator



## Job Description

<b>Job Title</b>	Early Help Partnership Co-ordinator
<b>Grade</b>	G6
<b>Service</b>	Help and Protection
<b>Reports to</b>	Start for life Project lead
<b>Location</b>	Citywide
<b>Job Evaluation Code</b>	



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**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:



## About the Service your team will provide

### Purpose of the role

To provide support to children, young people and their families through the delivery of early help services in order to improve outcomes through the integrated Family Hub model. As directed by the Start for life Project lead to work collaboratively with partners and stakeholders to develop and support service partnerships and service delivery arrangements.

Adopt a whole family approach to assessment planning and intervention. Specific job purposes are:

1. To develop services delivered through the Family Hubs in response to identified needs of children and young people and their families and are reflective of local community needs.
2. To create and support opportunities for partners and the local community, including children, young people, parents & carers to be involved in the planning, development, monitoring and evaluation of Family Hub activities and services

## Main Duties & Key Accountabilities

### Core Knowledge

1. To work with relevant partners to develop and support appropriate volunteer & peer support programmes and to contribute positively to the continued development and improvement of the Family Hub Service and early help partnership working by active participation in local meetings.
2. To develop and extend services & links with organisations and voluntary community groups ,e.g. Health and Youth Work providers, Schools, Police and community based organisations, to maximise opportunities for families to access a range of appropriate services and activities, including support for parents and carers returning to training and work.
3. To develop and maintain information and local intelligence regarding services, agencies & organisations with a particular focus on children, young people and families.
4. To work with a broad range of service providers and partners to negotiate and develop accessible services and programmes of activity based on the needs of the local community.

5. To measure and evaluate the impact of family hub and early help service intervention with children and families using performance management tools
6. To plan and deliver a range of individual and group, evidence based programmes, to children and their families, in a range of settings including the home.
7. Actively participate in supervision and personal development and performance sessions as outlined in the departmental Policy as well as identify and attend personal and team training.
8. Contribute positively to continued development and improvement of the service by active participation in meetings to achieve the objectives of the service.
9. Maintain up to date and accurate manual and computer records, in line with department regulations and the recording policy
10. The post holder should work flexibly outside office hours including, evenings and weekends to meet the needs of families. Any other duties and responsibilities within the range of the salary grade.
  - Any other duties and responsibilities within the range of the salary grade.

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

## Key relationships

External	Internal

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

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

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

**Staff managed by postholder:**

N/A

## Person specification

<b>Job Evaluation Code</b>	Early Help Partnership Coordinator
<b>Knowledge</b>	
An Understanding of the regulatory requirements for Children's Services including Ofsted frameworks	
An understanding of Family Hub model framework	
An understanding of the principles and meaningful community involvement & participation in planning and monitoring community services	
An understanding of the economic, social, cultural and environmental issues experienced by families living in a disadvantaged area	
An understanding of partnership working and interagency approaches	
Knowledge of safeguarding processes and procedures	
<b>Skills and Abilities</b>	
The ability to identify and develop appropriate engagement and involvement opportunities and training programmes for families	
Effective Interpersonal and written and verbal communication skills	
Organisational skills – time management, prioritise and manage own workload, meet deadline and work to targets	
Ability to negotiate and network to develop effective working relationships with partner organisations, community groups and individuals	
Ability to plan, co-ordinate, monitor and critically evaluate own programmes of work	
Ability to work on own and as part of an integrated team	
Ability to collate and analyse data from a variety of sources, including the use of electronic databases and systems in order to provide information about the local community	
<b>Experience</b>	
Relevant experience of developing and implementing models of group work and participation and involvement activities	

Experience of working in partnership context, across sectors and disciplines
Experience of working in socially and economically deprived areas
Experience of involving the community in the planning and delivery of services for children and families
Experience of work with diverse communities and engaging with individuals who would not normally access mainstream services
<b>Qualifications</b>
Professional Qualification equivalent to minimum level 4 or substantial experience of working with partners to deliver early years, health and or community development services
<b>Special Requirements</b>
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).N.B For posts subject to Protection of Children and Vulnerable adults please delete as Appropriate The post holder

<b>Date Created</b>		<b>Date Reviewed</b>	
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