

Job Description and Person Specification

Family Hub Coordinator

Job Details	
Grade	Grade 7
Service	Children and Education
Location	City Wide
Job Evaluation Code	L3077D

Coventry City Council Values
<p>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:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>To lead the development and delivery of Coventry's integrated early help offer within the Family Hub, working to improve outcomes for children, young people, and their families. The role involves managing a team to plan, deliver, and monitor targeted services and activities that respond to local needs, particularly supporting families at risk of social exclusion. The Family Hub Coordinator will foster strong partnerships with internal and external stakeholders, ensuring collaborative, inclusive, and effective service provision that reflects the priorities of the local communities.</p>

Key Responsibilities and Accountabilities
Supervising team members to undertake and participate in the delivery of services as part of the Family Hub model, using a whole-family approach.
Managing resources effectively in line with value-for-money principles, including authorising payroll and local expenditure, and maximising opportunities for income generation.
Ensuring service delivery is high quality, outcome-focused, and provides evidence of impact for children, young people, and families.
Leading and supervising the work of the team to empower families to sustain positive change.
Being responsible for the quality of the team's activities through the use of performance management tools.
Overseeing the delivery and evaluation of evidence-based programmes across the Family Hub team.
Working with local partners to provide joined-up services to children and families ensuring there are seamless pathways to and from universal and specialist services
Understanding, implementing, and complying with relevant legislation, statutory guidance, and inspection requirements, and taking responsibility for resolving user complaints.
Managing delegated budgets in accordance with council requirements.
Being responsible for the safety and security of buildings, staff, and service users where services are delivered in other venues.
Coordinating the professional development of paid and voluntary staff, including coaching, role modelling, appraisal processes, and staff development activities.
Leading on and implementing relevant local and national initiatives and policies as directed.
Undertaking any other duties and responsibilities within the scope of the salary grade.

Key Relationships			
External:	Health Education Early Years Settings Police Community groups and third sector organisations	Internal:	All service areas in Children's and Education Services Adult Education Service

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.
- attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

Family Hub Practitioner
 Early Years Practitioner
 Family Hub Community Practitioner

Person Specification

Requirements

Knowledge	Demonstrate knowledge of Coventry Safeguarding Children Partnership's Effective Support for Children and Families guidance and its application in early help practice.
Knowledge	Understand child and adolescent development and its relevance to planning and delivering effective support.
Knowledge	Apply knowledge of evidence-based interventions for early help and family support to improve outcomes.
Knowledge	Recognise the benefits of partnership working and interagency approaches in supporting children and families.
Skills And Ability	Lead a multiagency team to plan, coordinate, monitor, and critically evaluate work.
Skills And Ability	Work independently and collaboratively within a team environment.
Skills And Ability	Communicate effectively in both written and verbal formats, including producing records, reports, presentations, training, and guidance tailored to diverse audiences.
Skills And Ability	Manage competing priorities, delegate tasks, and coordinate workloads efficiently.

Skills And Ability	Establish and maintain effective working relationships with parents, professionals, and partner organisations.
Skills And Ability	Oversee and manage budgets responsibly.
Skills And Ability	Utilise performance management systems to monitor and improve service delivery.
Experience	Experience of managing, motivating and building effective teams at a supervisory level in a social care, health or educational setting
Experience	Experience of leading and managing change
Experience	Experience of working in and meeting the needs of diverse communities
Experience	Relevant experience of working with children and families
Qualification	Relevant professional qualification in teaching, early years, nursing, health visiting, youth or social work
Special Requirements	<p>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)</p> <p>The post holder will be required to work across the city area and outside of normal business hours occasionally</p>

Disclosure and Barring Service (DBS)			
Does the role require a DBS check?			
Find out which DBS check is right for your employee - GOV.UK			
And if so, which type?			
Basic Check <input type="checkbox"/>	Standard Check <input type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input checked="" type="checkbox"/>

Declaration			
Reviewed/Created By:	Vivienne Quirke		
Job Title:	Early Help Manager	Date:	01/10/2025