

Job Description and Person Specification

Role: House Project Facilitator



Job Description

Job Title	House Project Facilitator
Grade	5
Service	Childrens Services
Reports to	Team Manager
Location	Coventry
Job Evaluation Code	A5645



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 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.

Main Duties & Key Accountabilities

Core Knowledge

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:
 - Their Local House Project – including the rules of engagement, terms of reference, policies and procedures
 - Their education, training and employment pathway
 - Their own risk assessments and safety plans.
 - Their ability to work as part of a team.
 - Managing their own finances
 - Managing the project budget*
 - Managing the selection, refurbishment and maintenance of their homes
 - 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.
- Any other duties and responsibilities within the range of the salary grade.

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

Job Evaluation Code	A5645
Knowledge	
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	
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.	
Clear understanding of safeguarding and ability to assess situations for and with young people, managing and referring on appropriately.	
Skills and Abilities	
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.	
Ability to form positive relationships with young people that facilitate positive personal development.	
Ability to regulate high levels of emotion and tolerate the anxiety of others.	
Ability and motivation to involve young people in decision making at every level.	
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.	
Ability and tenacity necessary to work with experts and young people to enable young people to assimilate, manage and further develop complex plans.	
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.	
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.	
Ability to work effectively on own initiative, manage time, achieve challenging outcomes to tight deadlines.	
Experience	
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.	
Willingness to learn and use new technology to improve working practices.	

Special Requirements

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).

Date Created

November 2020

Date Reviewed

April 2023