



Coventry City Council

## Job Description

<b>Job Title:</b>	House Project Lead	<b>Job Number:</b>	
<b>Service:</b>	Through Care	<b>Grade:</b>	8
<b>Location:</b>	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 lead and implement the development of a Local House Project. The project will work intensively with approximately 10 children in care and care leavers at any one time, to enable them to develop their own House Project, prepare them for independence and support them to secure their own long-term tenancy and maintain an EET pathway. Ongoing support will also be provided to young people who graduate from the House Project.

To appoint and develop the team of staff who will work with young people in a cooperative and co-productive manner.

To keep to the principles and objectives of the House Project Framework at all times.

To manager other accommodation workers within the Through Care service and ensure young people are leaving care in a timely manner with the right preparation.

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

### Main Duties and Responsibilities:

The Project Lead will:

- Manage and supervise a team of staff, enabling them to work with young people to develop a Local House Project.
- Manage the accommodation workers within Through Care
- Ensure the preparation and move on of young people is monitored and planned for
- Build relationships with staff and young people that facilitate professional and personal development.
- Involve young people in decision making at every level.
- Create a culture of high expectation, high support and constructive challenge.

- Manage risk and enable the team to work with young people in a safe way.
- Create and maintain positive working relationships with partner agencies – particularly with social care and housing providers.
- Ensure that social care staff are knowledgeable about the House Project, know how to refer young people and are confident to do so.
- Facilitate regular team supervision and case discussion with the psychologist supporting the project, including an initial formulation for every young person.
- Identify and arrange meetings as required.
- Ensure that information systems are developed and maintained to enable statistical analysis of the performances of the service.
- Monitor and audit the quality of work and outcomes for young people ensuring that the needs of young people are at the centre of all practice and decision making.
- Define and develop service policies, priorities and programmes which will impact positively on all care leavers.
- Maintain and update content of the Website.
- Engage and work with the National House Project, including attendance at Community of Practice meetings, training and conferences.
- Manage budget for house project.

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:** House project workers, housing liaison officer

**Responsible to:** Team Manager/Operational Lead

**Date Reviewed:** 09/01/21

**Updated:**



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## Person Specification

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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Understanding of child development, the impact of trauma and experience of working with vulnerable young people.</li> </ul>
	<ul style="list-style-type: none"> <li>National House Project</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Able to regulate high levels of emotion and tolerate the anxiety of others.</li> </ul>
	<ul style="list-style-type: none"> <li>Good problem solving and analytical skills with the ability to interpret complex information and plan accordingly.</li> </ul>
	<ul style="list-style-type: none"> <li>Self-motivating and proactive with a proven ability to use own initiative when making decisions and managing staff.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to deal with a constantly evolving role.</li> </ul>
	<ul style="list-style-type: none"> <li>The ability to demonstrate support for innovation with experience of implementing organisational change and helping others to successfully manage change.</li> </ul>
	<ul style="list-style-type: none"> <li>The ability to take responsibility for their own and team members' performance, by setting clear goals and expectations, tracking progress , ensuring feedback, and addressing performance problems and issues promptly.</li> </ul>
	<ul style="list-style-type: none"> <li>Willingness to learn and use new technology to improve working practices.</li> </ul>
	<ul style="list-style-type: none"> <li>Strong communication skills with the ability to express oneself clearly in conversations and interactions with others and in writing.</li> </ul>
	<ul style="list-style-type: none"> <li>Ensure that information is passed on to others as appropriate.</li> </ul>
	<ul style="list-style-type: none"> <li>The ability to develop, maintain, and strengthen partnerships with others inside or outside the project and to gain others' support for ideas, proposals and solutions.</li> </ul>
	<ul style="list-style-type: none"> <li>The ability to provide motivational support to staff and young people</li> </ul>
	<ul style="list-style-type: none"> <li>The ability to demonstrate interest, skill, and success in getting groups to learn to work together.</li> </ul>
	<ul style="list-style-type: none"> <li>The ability to delegate responsibility and to work with others and coach them to develop their capabilities.</li> </ul>



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<b>Experience:</b>	<ul style="list-style-type: none"><li>• Ability to form positive relationships with young people that facilitate personal development.</li></ul>
	<ul style="list-style-type: none"><li>• Proven ability to pro-actively promote and raise awareness of services.</li></ul>
	<ul style="list-style-type: none"><li>• You will also need commitment, patience, flexibility, the ability to remain calm and objective when under pressure, an ability to cope with traumatic situations and have a positive 'can do' attitude.</li></ul>

<b>Educational:</b>	<ul style="list-style-type: none"><li>• Desirable: Professional qualification in a related field e.g. Youth Work; Social Work; Teaching qualification and current registration with Social Work England or equivalent professional body.</li></ul>
	<ul style="list-style-type: none"><li>• Satisfactory check through the Disclosure and Barring Service.</li></ul>

**Date Reviewed:** 09/01/21

**Updated:** 09/01/21

