



## Job Description

<b>Job Title:</b>	Family Hub Team Leader	<b>Job Number:</b>	L3973D
<b>Directorate:</b>	People	<b>Post Number:</b>	1029348
<b>Services:</b>	Childrens Help & Protection	<b>Grade:</b>	8
<b>Location:</b>	Citywide localities		

### Job Purpose:

To provide support to children, young people (0 – 19 and 25 if SEND) and their families through the management and delivery of early help services in order to improve outcomes through the integrated Family Hub model.

To work collaboratively with partners and stakeholders building on existing partnerships and developing service delivery arrangements.

To ensure a whole family approach is adopted to assessment planning and intervention.

Specific job purposes are:

- To provide effective management of a co-located multi- disciplinary team providing services for children, young people and families and to ensure that integrated practice is embedded to improve outcomes for local people in a defined community.
- To lead on the planning, delivery, monitoring and evaluation of the local early help offer, working in partnership with the partnership advisory board and parents, children and young people forums.
- To ensure that the 'Children's Centre' and school attendance service offer meets with required inspection standards under OFSTED and are in accordance with other related Government Guidance.

### Main Duties and Responsibilities:

1. To be accountable for the efficient and effective day-to-day management and delivery of services to children, young people and their families in line with national and local early intervention and prevention and children's centre objectives, working closely with the local community, partner agencies and the family hub partnership advisory board.



2. To manage resources effectively, maximising income generation and in line with the principles of value for money, including authorising payroll and local expenditure.
- 3 To ensure that sensitive information is sent securely between the local authority and the Department of Communities and local Government for Family Monitoring Data purposes as required for payment by results.
- 4 To ensure that all Family Hub services, including: CAF & casework, school attendance & behaviour support, positive parenting, troubled families & youth programmes, those delivered by partner agencies, are of high quality, outcome focused and provide evidence of the impact of interventions for children, young people and families
- 5 To be responsible for the management of a team in accordance with Coventry City Councils HR policies and procedures, including the recruitment of staff.
- 6 Lead and supervise the casework and group work of a team of workers who empower families to sustain positive behaviour changes through case management, responding to the range of referral pathways.
- 7 To oversee the delivery of evidence based programmes, to children, young people and their families, in a range of settings including the home.
- 8 To understand, implement and comply with relevant legislation, statutory guidance and inspection requirements and to take responsibility for problem solving and resolving service user complaints.
- 9 To be responsible for Family Hub buildings. To be responsible for the safety and security of buildings, staff and service users where services are delivered in other venues.
- 10 Co-ordinate the professional development of paid and voluntary staff including coaching, role modelling, appraisal processes and all staff development activity.
- 11 Deputise for the Early Help Team Manager as appropriate

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 Equality, Diversity and Inclusion Policy.

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

<b>Responsible for:</b>	Social Worker Youth Worker Family Hub Supervisor Family Hub Worker Family Hub Assistant	<b>Responsible to:</b>	Early Help Team Manager
<b>Date Reviewed:</b>	October 2019	<b>Updated:</b>	



## Person Specification

<b>Job Title:</b>	Family Hub Team Leader	<b>Job Number:</b>	L3973D
<b>Directorate:</b>	People	<b>Post Number:</b>	
<b>Services:</b>	Childrens Help & Protection	<b>Grade:</b>	G8
<b>Location:</b>	Citywide Localities		

Area	Description
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<b>Knowledge:</b>	Knowledge of the application of Coventry Safeguarding Children's Board (Working Together) and Common Assessment Framework processes and procedures
	Knowledge of early years statutory requirements & quality assurance frameworks
	Knowledge of relevant research & evidence base for early help, early years, youth work practice and programmes
	Knowledge of the statutory Ofsted regulatory framework for Childrens Centres
	Knowledge of child and adolescent development

<b>Skills and Abilities:</b>	Ability to lead a multi-disciplinary team to achieve service objectives
	Developed written & verbal communication skills e.g. the ability to engage with and communicate with a diverse range of children, young people and their families including those with complex and communication needs
	Ability to manage competing priorities, delegate and coordinate workloads
	Ability to manage budgets
	Standard keyboard skills
	Ability to use performance management systems

<b>Experience:</b>	Experience of partnership and multi-disciplinary working
	Experience of leading and managing change within teams
	Experience of working in and meeting the needs of diverse communities
	Experience of controlling service budgets



<b>Educational:</b>	Professional qualification in teaching, early years, nursing, youth or social care and substantial experience in managing similar services
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<b>Special Requirements:</b>	<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>
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<b>Date Reviewed:</b>		<b>Updated:</b>	October 2019
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