



Coventry City Council

## Job Description

<b>Post:</b>	Early Help Partnership Co-ordinator	<b>Job Number:</b>	
<b>Service:</b>	Help and Protection	<b>Post Number:</b>	
<b>Location:</b>	City Wide	<b>Grade:</b>	6

### 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 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 Early Help Team Manager 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
- Any other duties and responsibilities within the range of the salary grade.

### Main Duties and Responsibilities:

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 departmental 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.

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 Workforce Diversity and Inclusion Policy.

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

**Responsible for:**

**Responsible to:** Early Help Team Manager

**Date Reviewed:**

**Updated:** October 2021



Coventry City Council

## Person Specification

<b>Post:</b>	Early Help Partnership Coordinator	<b>Job Number:</b>	
<b>Service:</b>	Help and Protection	<b>Post Number:</b>	
<b>Location:</b>	Citywide	<b>Grade:</b>	6

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• An Understanding of the regulatory requirements for Children's Services including Ofsted frameworks</li></ul>
	<ul style="list-style-type: none"><li>• An understanding of the principles and meaningful community involvement &amp; participation in planning and monitoring community services</li></ul>
	<ul style="list-style-type: none"><li>• An understanding of the economic, social, cultural and environmental issues</li></ul>
	<ul style="list-style-type: none"><li>• experienced by families living in a disadvantaged area</li></ul>
	<ul style="list-style-type: none"><li>• An understanding of partnership working and interagency approaches.</li></ul>
	<ul style="list-style-type: none"><li>• An understanding of the Common Assessment framework and associated processes</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of safeguarding processes and procedures</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• The ability to identify and develop appropriate engagement and involvement opportunities and training programmes for families</li></ul>
	<ul style="list-style-type: none"><li>• Effective Interpersonal and written and verbal communication skills</li></ul>
	<ul style="list-style-type: none"><li>• Organisational skills – time management, prioritise and manage own workload, meet deadline and work to targets</li></ul>
	<ul style="list-style-type: none"><li>• Ability to negotiate and network to develop effective working relationships with partner organisations, community groups and individuals</li></ul>
	<ul style="list-style-type: none"><li>• Ability to plan, co-ordinate, monitor and critically evaluate own programmes of work</li></ul>
	<ul style="list-style-type: none"><li>• Ability to work on own and as part of an integrated team</li></ul>
	<ul style="list-style-type: none"><li>• Standard keyboard skills</li></ul>
	<ul style="list-style-type: none"><li>• 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</li></ul>

<b>Experience:</b>	<ul style="list-style-type: none"><li>• Relevant experience of developing and implementing models of group work and participation and involvement activities</li></ul>
	<ul style="list-style-type: none"><li>• Experience of working in partnership context, across sectors and disciplines</li></ul>
	<ul style="list-style-type: none"><li>• Experience of working in socially and economically deprived areas</li></ul>
	<ul style="list-style-type: none"><li>• Experience of working with and supporting volunteers</li></ul>



Coventry City Council

	<ul style="list-style-type: none"> <li>• Experience of involving the community in the planning and delivery of services for children and families</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of work with diverse communities and engaging with individuals who would not normally access mainstream services</li> </ul>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Professional Qualification equivalent to minimum level 4 or substantial experience of working with partners to deliver early years, health and or community development services</li> </ul>
	<ul style="list-style-type: none"> <li>• </li> </ul>
	<ul style="list-style-type: none"> <li>• </li> </ul>

<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• 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).</li> </ul>
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**Date Reviewed:**

**Updated:**                   October 2021