

FAMILY & PARENTING CO-ORDINATOR			
Reference No.	A4062	Type	Individual
Service	Education		
Job Family	Team Manager 2	Grade	FC9

Purpose
<p>To develop, manage and coordinate the delivery in each locality of evidence based parenting and family support services for children young people and families , in partnership with a range of agencies.</p> <p>To lead in developing a localised and collaborative model of delivery of holistic family support to further embed learning from the Family Nurture Approach, building on universal services</p> <p>To ensure the delivery of responsive, flexible and proportionate services to improve outcomes for children, families and communities.</p>

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Leading and coordinating the delivery of evidence based parenting and holistic family support services locally to meet a variety of different family and community circumstances offering universal and additional support.	<p>Educated to SCQF level 9 which includes a Degree or equivalent in Education, Social Work or Community Education or equivalent experience</p> <p>Operational management experience (Deliver results – See ‘How We Work Matters’ Framework)</p> <p>Ability to provide a regular and effective service</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

Role Profile

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Managing and supervising a team of Family Support workers ensuring a high standard of skills and competency.	Management experience	✓	
	Supervisory skills	✓	
	Performance management skills (Work together)	✓	
Managing and delivering services within a policy and procedural framework including child protection.	Experience of supporting staff development	✓	
	Motivational skills	✓	
Supporting the local coordination and allocation of resources through participation in local resourcing groups.	Ability to create a pro-active, can-do culture	✓	
	Organisational skills (Focus on customers)	✓	
Supporting the development of local systems and processes working closely with Family Nurture Centres locally and across primary and secondary establishments.	Experience of collaborative working	✓	
	Experience in systems development (Embrace technology and information)	✓	
Working collaboratively with all Community Planning partners in particular Health, Social Work, Communities & Neighborhoods and the Third Sector to develop a locality based model.	Knowledge of relevant regulation, legislation and statutory requirements	✓	
Contributing to the framework for commissioning Third Sector organisations delivering family support services and working collaboratively with link officers.	Experience of commissioning and monitoring	✓	
Ensuring continuous improvement through robust data collection and recording systems.	Evaluation skills	✓	
Supporting the analysis of outcomes and impact in line with local need and priorities within the Children's Service Plan.	Analytical skills	✓	

E = Essential Criteria D = Desirable Criteria

Role Profile

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Developing and supporting the delivery of parenting and family support services based on an asset and strength-based approach, engaging with families in a non-stigmatising way.	Experience of managing professional teams Team working skills (Take ownership)	✓ ✓	
Promoting and embedding practice based on the key components of the Getting It Right in Fife (GIRIF) Framework, the Children and Young People (Scotland) Act, The Promise, UNCRC and the objectives of the Whole Family Wellbeing Fund.	Ability to apply policy and legislation into practice	✓	
Collating reports on the impact and outcomes of evidence based parenting programmes and family support services to local groups for example Peoples Groups, local networks	Report writing skills	✓	
Reviewing and monitoring workload of staff identifying clear targets which are SMART.	Workload management skills Ability to work under pressure Ability to deal with competing demands Leadership skills	✓ ✓ ✓ ✓	
Influencing and driving forward the thematic priorities of the Whole Family Wellbeing Fund	Experience of developing and delivering a participation strategy	✓	
Representing the service at local and national events, delivering presentations.	Presentation skills Communication skills	✓ ✓	

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Managing all aspects of performance and staff development in line with Council policy and procedures.	Project management skills, including performance and management data	✓	
Responding to any area of conflict resolution or dispute in relation to staff or service delivery within Council policy and procedures.	Negotiation skills	✓	
Monitoring expenditure in relation to the delivery of evidence based parenting and family support interventions as part of the wider budget in Early Years.	Financial and budget management skills	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Role Profile

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input checked="" type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

- Skills Framework (if applicable)
- How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results