

Bairns' Hoose Co-ordinator

Reference No:	A5725		
Service:	Children and Families		
Job Family:	Social Services / Social Work / Social Care	Grade:	FC8

Purpose

The role of the Bairns' House coordinator is both Strategic and Operational with the emphasis being to support and advise the Responsible Authorities on the operation of the Bairns' Hoose within the allocated geographic area.

The Bairns' Hoose Strategic Oversight Group will provide direction to the Bairns' Hoose Coordinator in respect of their role, which will include the responsibilities detailed below.

This role is managed by the Team Manager for Fife Council's Child Protection Team

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Provide a central point of reference/consultancy to Fife's Partnership, and other relevant agencies in relation to Bairns' Hoose and in line with Bairns' Hoose Standards

Support the Responsible Authorities to develop policies, procedures and local guidance to support the operation of in line with National Guidance.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E

D

Educated to SCQF level 9, which includes a Degree or equivalent.

✓

Experience of working with those who will benefit from Fife's Bairns' Hoose and understand the challenges associated with meeting the Bairns' Hoose Standards

✓

E = Essential Criteria D = Desirable Criteria

Receive and consider enquiries and referrals to Fife Bairns' Hoose in line with the standards.	Experience of implementing quality assurance practices to ensure good delivery of services.		✓
Provide quality assurance of Bairns' Hoose processes to ensure a consistency of approach and that informed and appropriate decisions are taken.	Knowledge of Bairns' Hoose and the associated processes involved in the management of Bairns' Hoose nominals	✓	
Act as a gatekeeper, ensuring that appropriate support is offered, in line with Bairns' Hoose Standards.	Experience of assessing risk and risk assessment tools	✓	
Support the Partnership in developing and maintaining appropriate links between Bairns' Hoose Standards and other partnerships.	Knowledge of national guidance and processes relating to Bairns' Hoose	✓	
	Communication skills	✓	
Lead on the setting of, and attendance at Bairns' Hoose Meetings involving relevant agencies, at an appropriate level of seniority.	Experience of analysing information	✓	
Maintain linkage with Bairns' Hoose Coordinators across Scotland in effort to identify and share good practice, providing mutual support.	Organisational skills	✓	
Work with Responsible Authorities to ensure delivery of the Bairns' Hoose Annual Report	Prioritisation skills	✓	
Support the Responsible Authorities in assessing training needs and co-ordinate the delivery of/access to relevant training.	Ability to work with others and independently	✓	
Work with relevant others, including the Scottish Government, in effort to review and improve the operation of Bairns' Hoose and enhance public awareness of Bairns' Hoose	Experience of working with complexity and the ability to make decisions and exercise professional autonomy	✓	
Direct line management of Bairns' Hoose support roles.	Experience of supervising and/or managing staff		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

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

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.