

## **JOB DESCRIPTION**

<b>Job title:</b>	Project Co-ordinator
<b>Location:</b>	Hodge Hill, Birmingham
<b>Hours:</b>	18.5 hours per week Temporary contract until March 2022 (possibility of contract extension)
<b>Grade:</b>	Grade 3 (lower) Point 20-23
<b>Service:</b>	Early Help – Hodge Hill Locality
<b>Responsible to:</b>	Operational Manager

### **Summary of job:**

To support the coordination of our Early Help Locality Service. The Service has a strong emphasis of community, working in an integrated manner with other key partners to enable families to access Early Help and support, at a time of crisis.

### **Key tasks and responsibilities:**

1. To lead Voluntary Community Sector (VCS) organisation in the Hodge Hill locality, to network and coordinate the support to families asking for help.
2. To work with the statutory sector in an area to coordinate support for families
3. To lead on the allocation of family connect forms in partnership with BCT colleagues
4. To provide line management supervision and support for our Early Help Worker and Community Connectors.
5. To facilitate and shape responses to the community grant opportunities for the VCS and to make recommendations on grants for approval with a public sector partner.
6. To engage with a diverse range of service users and partner organisations to support all aspects of project delivery
7. To support with evaluation methods to measure the effectiveness of the project, incorporating support and advice from relevant partner organisations

8. Use other local authority data available to identify trends and hot spots of need for vulnerable families.
9. To work collaboratively with other Council Strategic Leads within Birmingham Children's Trust and key workers from partner agencies, as part of this project.
10. To work in an innovative manner to coordinate and assist in efficient project delivery, including organising and attending virtual meetings, using a variety of software to ensure high quality service delivery.
11. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
  - a) Being **people** focused
  - b) Reflecting a '**can do**' approach
  - c) Striving for **excellence** in everything we do
  - d) Having **mutual respect** for everyone we work with, work for and support through our services.
12. To ensure you have an understanding of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
13. To ensure the implementation of Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
14. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
15. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

## Person Specification

1. Educated to NVQ Level 3, as a minimum or above with a recognised professional qualification in social work, health, education or equivalent, and evidence of a commitment to continuing learning and professional development.
2. Excellent ICT skills (particularly Microsoft Word and Outlook email and experience of using database software).
3. Experience of data analysis and evaluation methods
4. Skills, knowledge and aptitude for building and maintaining professional relationships with families and professionals.
5. Skills, knowledge and experience of using a range of different methods and models of engagement with children, young people, parents, carers and/or families in the community.
6. Using negotiation skills where necessary with an ability to communicate, negotiate and influence a wide range of audiences and stakeholders.
7. Proven experience of working with a diverse range of communities and inter-agency working and the importance of working together principles.
8. An excellent understanding and awareness of the impact of disadvantage and social exclusion and a commitment to promoting inclusion and equality of opportunity for all.
9. Experience of establishing and sustaining a broad range of professional partnerships and engaging, as well as consulting, with service users and stakeholders through effective collaboration and communication skills.
10. Ability to develop creative and innovative practice, with the ability to plan, set priorities and work on own initiative. Good organisational skills are required.
11. Excellent written communication skills, with a high level of IT proficiency, and the ability to produce a range of reports and Management Information for a wide range of audiences, whilst evidencing the understanding of outcomes & impact.
12. Ability to travel, as required by the post and willingness to work flexibly.
13. Experience of monitoring, evaluating and reviewing service performance and outcomes and the ability to collate and analyse information, producing reports and action plans.
14. Understanding of the needs of families/individuals, and of the impact of disadvantage and social exclusion and a commitment to and willingness to promote inclusion and equality of opportunity for all.
15. Significant experience of working within a community multi-agency setting and effective partnership working.

16. A good understanding of child development and the benefit of parental involvement.
17. A sound knowledge of other services available to support children and families.
18. Good assessment, planning and record keeping skills and a thorough understanding of safeguarding.
19. Good knowledge of relevant national and local legislation and guidance in particular Early Help, Think Family, Children's Centres- Birmingham Forward Steps.
20. A confident and professional approach to working with service users and colleagues and excellent verbal, listening and presentation skills, including basic IT skills.
21. Experience of working at a level to promote the needs of the organisation and the communities we work with.
22. Ability to prioritise and organise workload effectively.
23. Willing to offer some flexibility in work hours.
24. Driving licence and use of a vehicle is essential.
25. Able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
  - a) Being **people** focused
  - b) Reflecting a '**can do**' approach
  - c) Striving for **excellence** in everything we do
  - d) Having **mutual respect** for everyone we work with, work for and support through our services.