

## **JOB DESCRIPTION**

<b>Job title:</b>	Project Coordinator
<b>Service:</b>	Sheffield ADHD Project
<b>Hours:</b>	18.5 hours per week (with possibility of additional hours)
<b>Salary:</b>	Grade 3 (lower) point 20-23: £27,218 - £29,869 FTE (£13,609.00 - £14,934.50 per annum)
<b>Location:</b>	Sheffield
<b>Reports to:</b>	Operational Manager

### **Summary of job:**

The Project Coordinator will lead the delivery of the Family Action Sheffield ADHD support service. The service is set up to support families with children who have a diagnosis of ADHD and is delivered through 1:1 advice sessions and parent groups. Additional funding has been gained to enable a support service to schools to be developed. The post holder will also assist in the development of new Family Action Services in Sheffield working closely with the operational manager in response to new funding opportunities.

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

1. Provide leadership and supervision for a project worker, a sessional worker, volunteers and an administrator ensuring Family Action policies and procedures are adhered to and minimum standards of safeguarding are met.
2. Ensure that staff are safely recruited, making use of comprehensive induction, regular supervision and are subject to an annual performance appraisal.
3. Work with the project worker to establish and maintain an electronic referral system and manage the transition of appropriate referrals into the service.
4. Supervise and deliver group work to parents face to face and virtually.
5. Deliver training to schools and other professional groups.
6. Take responsibility for ensuring all assigned work is undertaken effectively and in accordance with the local delivery model; ensuring that recording and filing systems are maintained in accordance with minimum standards.
7. Oversee the recruitment, selection and training of suitable volunteers in line with Family Action's recruitment policy and procedures.

8. Establish and maintain effective liaison with statutory and voluntary services, and commissioners attending relevant meetings as necessary.
9. Manage the project budget, overseeing the monthly management accounts and setting the annual budget with support from the operational manager
10. Maintain monitoring systems and review outcomes measures in line with the requirements of the funder. Oversee the compilation of quarterly and annual reports and provide data to Funders and Family Action, implementing revisions to the service specifications as required.
11. Work with other agencies to identify gaps in service and liaise with Family Action Fundraising to explore ways to fund the development of the service and to build capacity.
12. Share intelligence around local funding opportunities and work with the operational manager on the development of new services where appropriate.
13. 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.
14. To ensure you have an understanding (appropriate to your role) of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
15. 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.
16. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
17. 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 degree level with a recognised professional qualification in social care, health, education or NVQ level 3 or above.
2. Experience of monitoring, evaluating and reviewing service performance and outcomes and the ability to collate and analyse information and to produce detailed reports for commissioners.
3. Up-to-date knowledge of safeguarding procedures, practice and minimum standards.
4. Skills in assessment and risk management in relation to family support work
5. Experience of staff, volunteer or student supervision and managing staff performance.
6. Experience of multi-agency working
7. Ability to network effectively and develop effective professional relationships.
8. Knowledge and understanding of working with children who have complex additional needs and their families.
9. Interest and skills in service development and developing new areas of work.
10. Knowledge and awareness of resources for children and families within the locality.
11. Ability to plan, prioritise, work under pressure and adapt to new models of working, in particular working in partnership and independently.
12. Excellent communication and presentation skills. Confidence and competence in the use of IT including Excel. Outlook and Power point.
13. A creative and enthusiastic approach to leading a staff group and a solution focused approach to overcoming difficulties in a rapidly changing environment.
14. Ability and enthusiasm to work creatively and independently with an appropriate amount of supervision and as part of wider Family Action teams.
15. Excellent assessment, planning and record keeping skills.
16. Knowledge of health and safety issues and an ability to take responsibility for the health, physical well-being and safety of the adults and children attending the service.

17. A commitment to equal opportunities and an understanding of the impact of deprivation and discrimination on communities, families and individuals.
18. Commitment to implementing all Family Action's policies and procedures and able to work effectively with Family Action's Head Office support services to facilitate strong collaborative relationships with projects.
19. Ability to travel as required by the post and willingness to work flexibly, including occasional evenings and weekends as needed.
20. 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