



## Job Description

Job Title: Parenting Support Coordinator

POSCODE: 2828

Grade: I

### Overall Purpose of Role

**Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.**

The Community Services division is a newly formed area of the council. The division has been developed to deliver Preventative Services for Children, Families and Vulnerable Adults, through Community Approaches that build Individual, Family and Community Social Capital.

The Council has identified that investing in Preventative Services is key to its demand management strategy. The Council also wishes to understand and work closely with communities, focussing on families where early intervention is likely to reduce further costs long term and ensure positive outcomes for families. As well as putting in place mechanisms for helping vulnerable adults to help themselves. All of this work will take place within a framework that seeks to build social capital and resilience within communities, and therefore enables people to 'Help Themselves and each other'.

Community Services is structured into 3 areas of work.

- Safe and Sustainable Communities Strategy and Policy – This team will lead the delivery and development of Northamptonshire County Council's Safer and Sustainable Community objectives. Ensuring that the Council is compliant with Statutory Regulations to ensure safer and more independent and resilient communities exist within the county. This will be delivered within the context of the developing Prevention and Demand Management Strategy and the Council's objective of working as a Catalyst within Communities.
- Targeted Prevention Delivery and Co-ordination – This team will be structured to manage demand for statutory services through coordinating and directing resources, both directly managed and commissioned, at the area level. Working in partnership with other colleagues, such as Commissioning Managers, colleagues from Business Intelligence and Social Care colleagues as well with other partner agencies staff, the team will develop the Council's response for Demand Management and Preventative Services, to deliver improvements for local people and communities.
- Business Development and Support – This team will develop and implement the processes and systems that ensure that the work of the Community

Services meets the long term objectives and short term priorities of the county council

There are interrelated areas of work relating to prevention and demand management, aligned to strategy & policy implementation, direct delivery to customers/citizens and business development.

The post holder will be based in the Partnership Support team of Children Family Support Services offering specialist parent support expertise to colleagues and partners across an area of the County.

They will be able to utilise a range of support from colleagues in the Business Development team and BIPI to enable them to work towards agreed outcomes and outputs.

The Parent Support Co-ordinator will provide an integral role in establishing consistent and high quality services for parents across a range of partners in support of the Targeted Prevention & Demand Management Strategy.

#### **Main Accountabilities**

**Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities**

	<b>Main Accountabilities</b>
1	To co-ordinate parent support activity in a geographical area of the County to ensure that parents have access to a range of effective interventions that meet diverse levels of need to enable positive changes in parents confidence and abilities and responsibility.
2	To manage a caseload of targeted tier 3 parents with complex needs and deliver a range of parenting interventions based on assessed need through both 1:1 support and evidenced based group work programmes using appropriate methods of engagement to increase parental confidence, ability and responsibility.
3	To provide support and challenge to practitioners and organisations involved in the delivery of parent support interventions to ensure that these are delivered in a timely, consistent and effective manner.
4	To provide advice and guidance to parents and practitioners on the appropriateness of different evidence based parent programmes.
5	To deliver professional development opportunities to practitioners in Universal settings in order to increase the availability and quality of provision.
6	To liaise with the Families Information Service to ensure that information about programmes and services for parents is readily available to parents and practitioners.
7	To ensure that the outcomes of programmes are monitored and their effectiveness evaluated.
8	To support the development of Parent Forums as a vehicle for encouraging positive relationships with parents, increasing parental engagement in children's learning and development and in the development of sustainable communities.
9	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

10	To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself, others and to comply with the policies and procedures relating to health and safety with the Trust.
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**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

**Person Specification**

**Qualifications, Knowledge, Skills and Experience**

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
	Level 4 qualification relevant to work with children, young people and families	Essential
	Qualified to deliver at least one of the following evidenced based parenting programme  Solihull Parenting Strengthening Families Strengthening Communities Triple P Foresters Escape	Essential

Minimum levels of knowledge, skills and experience required for this post

Identify	Details	Essential/Desirable
<b>Knowledge:</b>		
	Knowledge of the Integrated Working Procedures	Essential
	Trained in recognised assessment processes including Early Help Assessment	Essential
	Basic IT knowledge and competent in word processing and excel	Essential
<b>Skills:</b>		
	Strong influencing and negotiation skills for use with colleagues, partners and parents.	Essential

	Ability to work in partnership with a wide range of stakeholders including parents, the voluntary community sector and statutory organisations particularly schools.	Essential
	Flexible and responsive – able to address potentially challenging situations by problem-solving and negotiation	Essential
<b>Experience:</b>	Give an idea of the type and level of experience required <b>do not</b> specify years of experience.	
	Proven experience of direct work with parents and families with multiple problems and with those who find it difficult to engage with services	Essential
	Demonstrable experience of delivering individual or group based support with children and families in a school, family centre, voluntary agency or social work environment	Essential
	Experience of working in a multi-disciplinary team in the statutory or voluntary/community sector	Essential
	Enjoy working with parents and their children in a respectful and empathetic manner	Essential
<b>Equal opportunities</b>	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
<b>Safeguarding</b> ( <i>include for roles working with children/vulnerable adults</i> )	Demonstrate an understanding of the safe working practices that apply to this role.	
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

Disclosure level	
<b>What DBS Level is required for this post?</b>	
None	<input type="checkbox"/>
Standard	<input type="checkbox"/>
Enhanced Child Only	<input type="checkbox"/>
Enhanced Child/Adult Bar	<input checked="" type="checkbox"/>

Working Arrangements
What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)

Fixed	<input checked="" type="checkbox"/>
Flexible	<input type="checkbox"/>
Field	<input type="checkbox"/>
Home	<input type="checkbox"/>