WHERE CAREERS THRIVE

When potential is unlocked, talent *thrives*

West Northamptonshire Council

Family Hub Practitioner

People Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

West Northamptonshire Council

Purpose and impact:

Being part of the family hub team the role will support the implementation the Family Hub programme across West Northamptonshire; bringing together services and partners to ensure that children, young people, and families receive the right support at the right time.

To provide support to children, young people (0 – 19 and 25 if SEND) and their families through the delivery of a programme of support and early help services in order to improve outcomes for children whilst driving down demand and requirement for statutory services, through an integrated Family Hub model delivering across West Northamptonshire.

Accountable to:

This role is accountable to the Senior Family Hub Practitioner. The role sits within Children Services, part of the People Directorate in West Northamptonshire Council.

Responsibilities:

1. Working closely with the Family Hub Lead and the Senior Family Hub Practitioners the role holder will support the co-ordination of the work of a family hub and connected spokes in a defined neighbourhood, ensuring that there is a high quality and effective early help service to children, young people, and families through an integrated family hub service through the family hub physical, virtual and outreach offers.

2. To lead on the delivery of intervention of support to children, young people and their families as part of the family hub programme offer, this includes the planning, delivery and evaluation of group-based activities and one to one work as part of the family hub offer ensuring that it meets local need.

3. To work alongside partners and other workers providing group work, support and practical assistance to children, young people and families.

4. Establish contact with children, young people and families using a variety of methods to engage them in family hub programmes, services and activities in the Family Hub and in the wider community

5. Build and maintain positive relationships with children, young people and families that will enable them to realise their abilities and potential and identify and respond appropriately to needs of children, young people and their families by planning and coordinating targeted activities that meet individual needs and that of the local area.

6. Actively support the engagement of children, young people and families in family hub activities and services delivered by partners at a local level and provide information, advice and guidance to families appropriately so they receive the advice needed in a timely manner.

7. Provide practical family support and role modelling to parents/ carers either on an individual basis or within a group situation.

8. Provide information, advice and guidance to families appropriately so they receive the advice needed in a timely manner.

9. Conduct Early Help Assessments and plans through the delivery of Family Hub intervention.

10. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, though effective use of Office 365 and our internal IT systems and applications.

11. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

12. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

13. This job description sets out the key responsibilities of the role. Duties may be reviewed and updated from time to time to meet changing service requirements, with any significant changes discussed in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Ability to communicate effectively with children, young people, families and colleagues both verbally and in writing.	Essential	I/ A
Able to relate to encourage and motivate children, young people and families to form positive relationships	Essential	I/ A
Ability to work in partnership with parents	Essential	I/ A
Ability to work in partnership with local services to meet local need	Essential	I/A
Ability to work on own and as part of an integrated team and to know when to refer appropriately.	Essential	I/A
Recognise and challenge behaviour and attitudes that discriminate against others	Essential	I/ A
Able to monitor, review and evaluate support work with children, young people and families	Essential	I/A
Ability to use a range of evidence-based interventions to effect change with children, young people and families and carers.	Essential	I/ A
Skilled in planning and undertaking group sessions with children, young people and their families	Desirable	I/ A

This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Desirable	I/ A

Knowledge:	Essential / Desirable	Measured by
An understanding of the needs and characteristics of children, young people and their families.	Essential	I/A
Knowledge and understanding of Northamptonshire's Safeguarding and Early help policy and guidance	Essential	I/ A
An understanding of child and young people development	Essential	I / A
Knowledge and understanding of community development	Desirable	I

Relevant experience:	Essential / Desirable	Measured by
Relevant experience of working directly with children, young people and families	Essential	I/A
Experience of working at a community level	Desirable	A

Education, training and work qualifications:	Essential / Desirable	Measured by
A relevant qualification which reflects additional training or qualification in working with children, young people and families.	Essential	A/D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.
Additional pre-employment checks specific to this role include:
Enhanced Disclosure and Barring Service check

Day-to-day in the role:

Hours:	37	**Primary work base:**	Northampton Family Hub Team
Job family band:	Care and Welfare	**Worker type:**	Fixed
Salary range:	Band 5	**Budget responsibility:**	N/A
People management responsibility:	N/A		

Working conditions & how we work:
The role holder will be based at one the Family Hub bases and will provide services and activities across the Family Hub network. The post does require the post holder to self-manage and arrange their own workload. Much of the work will be carried out in the community and some lone working will be required therefore a valid driver's licence and access to your own vehicle will be required. The majority of the work will be carried

out Monday to Friday, however to meet the needs of all families the Family Hub programme may extend to evenings and weekend

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

"Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture." Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

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Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.

- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.

- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.

- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

West Northamptonshire Council