

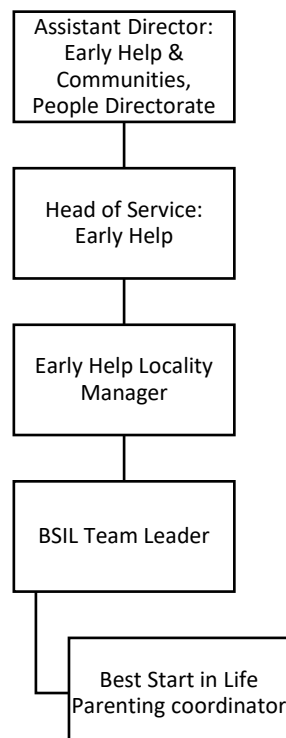
Job description

Job title:	Parenting Coordinator – Best Start in Life team (12 months Fixed Term Contract)		
Directorate:	People	Salary:	£22,440 - £26,372 per year Including: £531 London Weighting (FTE £30,753 - £36,141 per year including £729 London Weighting)
Section:	Early Help & Communities	Grade:	BG-H, SCP15-24
Location:	Family Hubs	Work style:	Flexible

Key objectives of the role

- To coordinate the BSIL parenting offer within the BSIL team ensuring we meet the needs of Bracknell Forest families.
- Work alongside our parenting lead to support the delivery of our parenting courses. Embed a robust referral, delivery, and feedback process to capture outcomes and reportable data.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- Forecast and plan sessions within the BSIL team and family hubs for the year.
- Liaising with parents and professionals booking parents onto courses
- Work alongside Early Years, CSC and other stakeholders both internal, external and voluntary to coordinate targeted and universal parenting courses, ensuring our BSIL parenting offer is reaching our most vulnerable families.
- Lead on the parenting referral process, create a new robust recording system.
- Provide written reports to senior managers and keep documentation up to date in line with confidentiality and GDPR.
- Facilitate four groups per week across the Family hubs.
- Work alongside our parenting lead to motivate and support facilitators across Early Help.
- Implement an audit and quality assurance process for all existing parenting courses and report on the outcomes to ensure consistent high-quality delivery of services.
- Collect, collate, and report on parental feedback following completion of courses.
- Maintain the training plan for Early Help facilitators to identify where training is needed and procure training courses to ensure seamless delivery.
- Provide evidence of course attendance in line with supporting families' criteria.

Scope of role

- As a designated free worker, the post holder will have the flexibility to divide their time between Family Hubs, other designated council venues and community facilities as required.
- All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Person specification

Key criteria	Essential	Desirable
Skills and qualifications	<p>Educated to GCSE A-C level or equivalent (to include Maths and English)</p> <p>Trained to deliver/facilitate evidence-based parenting programmes.</p> <p>Educated to at least a level 4 in one of the following areas social care, education, parenting and family work or health services or equivalent experience.</p>	<p>Experience in facilitating targeted domestic abuse courses such as Freedom and DART</p>
Competence summary (Knowledge, abilities, skills, experience)	<p>Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.</p> <p>Up to date knowledge and understanding of safeguarding.</p> <p>Excellent communication skills / IT skills / report writing.</p> <p>Experience of managing a database such as Mosaic and using Eventbrite</p> <p>Over two years' experience in facilitating evidence-based parenting courses.</p> <p>Ability to demonstrate an understanding of information sharing and the relevant guidance / legislation supporting this.</p> <p>Excellent organisational skills</p> <p>Ability to prioritise workload and meet deadlines.</p>	
Work-related Personal Requirements	<p>The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.</p>	
Other work requirements	<p>A satisfactory enhanced Disclosure and Barring Service check. This post is exempt from the Rehabilitation of Offenders Act 1974</p>	

The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time.

Role models and demonstrates the Council's values and behaviours

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and Council policies/procedures.

