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 | **POST TITLE:**  | **Community Parenting Programme Coordinator** |
| 1. **2.**
 | **POST NUMBER:**  |  |
| 1. **3.**
 | **GRADE:**  | Grade 11 Job Evaluation Ref No: N9033 |
|  | **LOCATION:** | Any of the One Point Service Hubs in County Durham(However, you may be required to work at any council workplace within County Durham.) |

1. **RELEVANT TO THIS POST:**

**Flexible Working:** Subject to service needs the council’s flexible working policy is applicable to this post

**Disclosure & Barring Service:** Subject to DBS Enhanceddisclosure

1. **ORGANISATIONAL RELATIONSHIPS:**

The post will be managed by the One Point Service Manager and will have line management responsibilities for the Community Parenting Volunteer Coordinator.

1. **DESCRIPTION OF ROLE:**

The aim of the Community Parenting Health Coordinator post is to provide leadership and capacity building to the wider Community Parenting programme.

To provide line management for the Community Parenting Programme Volunteer Coordinator. Deliver health training input for parenting peer supporters in addition to core accredited training.

To be a champion for community parenting and support all Childrens Centre delivery including Family Work and Health Visiting teams across County Durham to embed community parenting volunteers into routine practice.

Ensure positive impact in the six high impact change indicators for early years through the provision of specialist advice and best practice guidance to support children’s centre staff and facilitating integrated practice between Childrens Centres, Midwifery and Health Visiting Services.

The six high impact change indicators for early years are:

* + Transition to parenthood and the early weeks including early attachment
	+ Maternal mental health (PND)
	+ Breastfeeding (initiation and duration)
	+ Healthy weight (to include nutrition and physical activity)
	+ Health and wellbeing at 2 (development of the child two year old review and support to be ‘ready for school’)
	+ Managing minor illness and reducing accidents (reducing hospital attendance and admissions)

Outputs of the post, using the national evidence base the post holder will ensure community parenting initiatives improve health outcomes that reduce inequalities such as:

• increasing breastfeeding rates at 6-8 weeks

• improving maternal mental health

• reducing social isolation

In addition the Community Parenting Programme will support families make positive lifestyle changes with the following outcome indicators:

• reducing maternal smoking

• improving family diet

• increasing family activity

Outcomes that measure successful volunteer support will be in:

• Successful accredited training

• increased self-esteem which has supported them on a path towards improved employment opportunities.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

**The Community Parenting Health Coordinator will:-**

* Will provide training to empower peer supporters to provide bespoke packages of care to families to meet identified need.
* Coordinate and /or deliver health promoting activities in partnership with key agencies.
* To provide leadership in developing the capacity and capability of Children Centre staff that supports a framework of partnership working with health visiting and midwifery services to achieve and maintain breastfeeding UNICEF standards by all the Children's Centres in County Durham.
* Liaise with relevant agencies outside of Co Durham where necessary to achieve the above aspects of the role.
* Improve the health and well-being of children aged 0-5years and reduce inequalities in outcomes as part of an integrated approach to supporting children and their families.
* Ensure a strong focus on prevention, health promotion, early identification of needs and clear packages of support through peer supporters;
* Improve services for children, families and local communities through expanding and strengthening breastfeeding and parenting peer support programmes;
* Give specialist advice and promote integrated working between the Health Visitor Provider Organisation and One Point Service 0-5years staff.
* Work as part of an integrated service that includes the Health Visitor Provider Organisation,One Point Service and DCC Adult Learning and Skills colleagues and other organisations and groups including the voluntary sector who work with families.
* To facilitate and where appropriate, provide education, support for other staff who deliver services to children and families.
* To actively support the evaluation of the breastfeeding and parenting peer support programmes across County Durham.
* To work closely in partnership with coordinators of other volunteer initiatives across County Durham. Eg. Children and Families Wellbeing for Life Coordinator
* To ensure standard operating procedures and pathways of care are in place for the community parenting peer supporters to deliver safely within the community.
* To play an active role in the recruitment of peer supporters.
* To ensure all peer supporters have undertaken the accredited training and have been observed and DBS checked to ensure they are safe to work with families
* To co plan, deliver and evaluate the community parenting accredited training in partnership with DCC adult learning and skills and DCC One Point
* To be a clinical champion for community parenting and support all health visiting teams across County Durham to embed community parenting volunteers into routine practice
* To work in partnership with DCC One Point to make sure that breastfeeding peer supporters and community parenting volunteers are visible in children centres for health promotion activities
* To be a clinical champion for breastfeeding with One Point and support health visiting teams to deliver on their capacity building role in their local communities
* To ensure the Family Nurse Partnership is engaged with community parenting and there are opportunities for FNP graduates to become volunteers
* To support children centres to contribute to the achievement of the quality standards for UNICEF accreditation.

All One Point Service Staff will work closely with children, young people and parents to agree a set of promises for the One Point Service.

We will make sure that you receive the support that is most appropriate to your needs, when you need it. We will also make sure that when you contact One Point we will do everything we can to help you. We will not turn you away or direct you somewhere else. We will bring the services and help you need to you. We will not expect you to find that help yourself.

**The promise**

* We will promise to treat you with respect, listen and value your opinions.
* We will ask you where you want to have your meeting.
* If we have to cancel a meeting with you, we will try to give you at least three hours' notice.
* We will ask you how you prefer to be contacted.
* Workers will put in writing what they have agreed to do and give you a copy.
* We will do what we have agreed to do or let you know if there is a reason why we can't.
* We will continually evaluate the Service with children, young people and parents.
* Children, young people and parents will be involved in interviewing and selecting staff.
* We welcome your feedback, complaints and compliments.
* A child, young person or parent will never be turned away.
* We will always help you.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

 To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

 To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

 All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

       These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

 All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

**PERSON SPECIFICATION**

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| **SHORTLIST CRITERIA***Criteria Relevant to the Job* | **ESSENTIAL***Requirements necessary for Safe and Effective Performance in the Job* | **DESIRABLE/ADDITIONAL/USEFUL***Where available, Elements that contribute to Improved/Immediate Performance in the Job* | **MEASUREMENT/HOW IDENTIFIED***Indicate how and at what stage the criteria will be verified* |
| **Qualifications** | Level 6 qualification in Early Years/Childcare/ Education/Social Care/ Community Engagement or Development or Health.Evidence of continuous professional development.  | Higher qualification in Early Years/Childcare/ Education/Social Care/ Community Engagement or Development or Health.Professional Qualification | Application FormSelection process Interview Pre employment checks |
| **Experience** | Experience of acting in a management capacity **or** guiding practice as a senior practitioner. Experience of change and project managementRecent and substantial experience in family support **or** early years **or** social care **or** a health related discipline **or** community engagement/community development. Recent and substantial experience of working with children aged 0-5 and their families in the home and community settings.Experience of delivering health improvement messages/interventions within deprived communities.Experience of working in the Single Assessment Framework as a lead professional.Recent and substantial experience of planning and delivering evidence based interventions, using evidence-based practice, with families in the home or community.Experience of working as part of a multi-disciplinary team.Experience of group facilitationExperience of presenting sensitive issues in a wide range of forums.Experience of working with a range of professionals, external partner agencies and service providers | Managing and supervising volunteers.Providing practice support in a matrix management arrangementWorking within the Stronger Families Programme.Experience of delivering volunteer development programmes.Experience of delivering training for brief interventions for health topics such as healthy eating, physical activity.Experience of delivering community parenting programmes within deprived communities. | Application FormSelection process Interview Pre employment checks |
| Skills & Knowledge | Advocacy skills with vulnerable families. Good knowledge and skill in Building Community CapacityUnderstand the importance of resilience in the context of improving outcomes for children and their families.The skills to deliver high quality one to one support and group work activities.To communicate effectively.To be able to use ICT effectively.Knowledge and understanding of key health and social issues that impact on families and children.Knowledge of key policies in relation to children and families.To be able to demonstrate at all times the requirement to focus on the needs of the child or young person and family.Writing and presenting reports.Ability to work independently and coordinate diary effectively combining group work delivery and managing a case load of families. |  | Application FormSelection process Interview Pre employment checks |
| **Personal Qualities** | Family Focused: Understands how their role impacts on the patient journey, and a willingness to place the patient at the centre of what they doAchieving Results: Experience of successfully working to deadlines and completing tasks.Inspirational Leadership: Keen to develop themselves and others, open to new ideas and willing to share their experience with others.Maximising Value: Takes ownership of problems and does not overly complicate matters or involve colleagues unnecessarilyWorking Together: Approachable and able to build relationships with a wide variety of colleaguesEquality and Diversity – can demonstrate a positive and non-judgmental attitude towards difference in terms of service delivery and working practice6 Cs of Care – is able to show knowledge and understanding of promoting care, compassion, competence, communication, courage and commitment within their roleThe ability to work flexibly to meet the needs of the service. The ability to work under direction and using own initiative when appropriate.Enthusiastic and positive approach to client-led service delivery.Open, friendly and supportive manner.Commitment to high quality service delivery.Good team player. |  | Application FormSelection process Interview Pre employment checks |
| **Special Requirements** | Ability to travel independently to fulfil the requirements of the post |  | Application FormSelection process Interview Pre employment checks |