**JOB DESCRIPTION**

**ADULT & COMMUNITY BASED SERVICES**

## **JOB TITLE**: FAMILIES COORDINATOR

**SECTION:** PREVENTATIVE & COMMUNITY BASED SERVICES

**GRADE:** BAND 8 (£21,074 - £22,401 pa)

**RESPONSIBLE TO:** SENIOR SPORT & PHYSICAL ACTIVTY COORDINATOR

**POST REFERENCE:** 107377

### Purpose of Post

To support families through education, support and access to services to improve positive mental, physical and social outcomes, whilst promoting and facilitating opportunities to part take in sport and physical activity.

# Relationships

1. To work with families in targeted localities identified as most in need.
2. To establish and maintain liaison with local, regional and national agencies who support and deliver services to families and young people.
3. To liaise with all Council Departments to ensure the effective and efficient delivery of family based provision.
4. To deliver on requirements of Sport England as part of grant award.

# Duties/Responsibilities

1. To work as a member of the Sport and Physical Activity Team and contribute to the overall development of the Sport and Physical Activity Service attending meetings with partners as appropriate.
2. To be responsible for the management and supervision of the Families Activator and coordination of work linked to the Family Fund.
3. To carry out all necessary measures with regards to staffing including health and safety, timesheets, holidays, sickness, training, recruitment, appraisals etc.
4. To promote and increase participation in sport, physical activity, play, outdoor recreation and leisure activities to families, with particular emphasis on those currently inactive.
5. To lead and facilitate a bespoke programme of activity, events and initiatives in consultation with colleagues, families and external agencies, maximising healthy opportunities and physical activity.
6. In partnership with other agencies complete assessments of young people and their families, in order to identify their needs to facilitate a bespoke package and/or signpost to appropriate services as required.
7. Engage and carry out effective brief interventions with families, towards the successful implementation of a family centred plan with the young person(s).
8. Assist in providing a range of services to families and young people; for example: direct work with parents/young people promoting positive family relationships.
9. To enthusiastically promote specific services and activities to support the change of preconceived perceptions, break down barriers to participation and maximise awareness of what is available to families.
10. To ensure a joined up and consistent approach to promotional materials including posters, leaflets, newsletters, social media and updating the Council and Get Hartlepool Active website.
11. To ensure programmes are appropriately planned in advance of facilitation and report any difficulties or problems to the Senior Sport and Physical Activity Coordinator.
12. Communicate clearly and effectively with young people, their parents/carers and colleagues at all levels.
13. To take part in the day to day administration and keep a record of engagement with professionals, families and undertaken activities.
14. To proactively engage with and consult members of the public to promote opportunities for participation and volunteering to ensure engagement of local families to assist with activities in their local communities.
15. To assist the Senior Sport and Physical Activity Coordinator and lead on forward planning for family development, inclusive of plans or bids aimed at securing additional resources for the continual improvement of the programme.
16. To assist and lead on the monitoring and the evaluation of family initiatives in line with Hartlepool Borough Council and requirements from external partners specifically relating to external grants, producing regular reports and statistical information detailing progress as required by management.
17. Any other duties of a related nature which might reasonably be required and allocated by the Senior Sport and Physical Activity Coordinator or management team.

#### Changes

The work of all Local Government Departments changes and develops continuously which in turn requires staff to adapt and adjust. The functions/responsibilities above should therefore be regarded as immutable but may change commensurate with the grading of the post. Any major changes will involve discussion and consultation, which if wished may involve a Trade Union/Professional Association representative.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 3rd December 2018

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**