

JOB DESCRIPTION

Job title: Project Coordinator

Service: Stockton Perinatal Service

Salary: Grade 3 Point 24 – 28 + homeworking allowance

Hours: 22.2 hours per week

Location: Stockton on Tees - Home Based with regular travel

Responsible to: Service Manager

Summary of job:

To ensure the service is delivered to high standards and aligned with key policies and procedures, service specification and other Perinatal services across Family Action. You will oversee day-to-day service provision, supervise Perinatal Coordinators and develop and support the implementation of a voluntary befriender aspect of the service. With the support of Service manager, you will ensure the service is well integrated in Stockton on Tees, leading and contributing to relevant partnership boards and developing wider provision and strategic plans.

Key tasks and responsibilities:

1. Supervise and recruit as needed a team of perinatal coordinators ensuring that all work is carried out to Family Action minimum standards and is designed and delivered to maximise agreed outcomes.
2. Take lead responsibility for practice related HR & staff issues, including performance monitoring, e.g. absence monitoring and ensure staff development through Induction, regular supervision, annual appraisal and personal development plans.
3. Work with the service manager and Family Action National Perinatal Lead in order to devise effective systems for monitoring and evaluation purposes and produce reports as required by funding and monitoring agreements.
4. Support the service manager in planning, monitoring and reviewing the development of the service in line with identified priorities, targets and outcomes. Contribute to monitoring reports and evaluation. Implement revisions to service delivery as required.
5. Work closely with external evaluators of the project and ensure collection of data is timely and meeting the needs for service evaluation and provides evidence of the service impact.
6. Respond appropriately to any safeguarding concerns; demonstrating an understanding of, and complying at all times with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
7. Develop and manage administrative systems for the project (with support of Service manager).

8. Prepare annual budgets and oversee management accounts with support from service manager.
9. Take responsibility for ensuring all assigned work is undertaken effectively and in accordance with the projects delivery model as outlined in the Family Action perinatal manual and service specification; ensuring that recording and filing systems are maintained and that systematic case planning and reviews are carried out.
10. Implement Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
11. Ensure the implementation of Family Action's Health and Safety Policy, Data Protection Policy and protect your own and others' health, safety and welfare.
12. Manage risk planning procedures, ensuring that all risk assessments, assessments and reviews are properly completed to agreed timescales.
13. Develop strategic links and ensure effective partnership working with other relevant agencies including health, education and social care, and voluntary organisations in order to ensure a joined up approach in the delivery of services within the area. Work with midwives, health visitors and children's centre staff to develop effective referral pathways.
14. Promote professional and public awareness of the organisation's work and of the views and needs of service users. Contribute to the growth and development of the organisation appropriate to your role, by gaining a working knowledge of Family Action's portfolio of services and being an ambassador for the work.
15. Promote service user involvement in all aspects of service planning and delivery, ensuring ongoing development of provision in line with the needs of service users.
16. Actively take part in Family Action's formal appraisal and supervision processes and be responsive to critical challenge, advice, feedback and direction as part of a process of continuous improvement. Take responsibility for your own professional development, identifying and attending training which will support growth in the role.
17. Be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by being people focused, reflecting a 'can do' approach, striving for excellence in and having mutual respect for everyone you work with, work for and support through our services.
18. Work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

Person Specification

1. A recognised professional qualification (degree or NVQ 3 / 4) in social work or social care, health, education or equivalent experience, and evidence of a commitment to continuing learning and professional development.
2. Proven experience of working with adults with mental health issues and knowledge of evidence-based approaches to working with mental health issues. An excellent understanding of the support needs of mothers with post-natal depression and the impact of post-natal depression on children.
3. Experience of successfully coordinating different aspects of a project. Experience coordinating a service which delivers positive outcomes for young children and families is desirable.
4. Up to date knowledge and experience of managing safeguarding issues and procedures, and experience of implementing relevant policies, legislations and processes that promote welfare of the children and vulnerable adults.
5. Proven management and supervisory experience with the ability to successfully manage and lead a diverse team of staff and volunteers.
6. Experience of service planning and an ability to work with key stakeholders when creating whole service delivery plans, ensuring that the service is integrated within wider community provision.
7. A commitment to Family Action's Equality & Diversity Policy in every aspect of your work and positively promote its principles amongst colleagues, service users and other members of the community.
8. Experience of managing risk within a service and leading staff teams, ensuring high standards and complying with organisational policies and procedures.
9. Experience of working collaboratively within a multi-agency and partnership environment and proven ability to achieve buy-in from diverse stakeholders.
10. Proven experience in evaluating and reviewing outcomes in services for families and children in order to deliver the most effective services to the community and to involve service users in the development of the project.
11. Excellent organisation, communication and presentation skills, as well as good IT skills.
12. Experience of setting and managing project budgets.
13. Experience of running day to day delivery and coordination of service delivery including administrative tasks such as developing monitoring systems, processing invoices and other financial matters in conjunction with the finance department.
14. Experience of developing effective referral pathways, service level and data sharing agreements

15. Ability to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:

- a) Being people focused
- b) Reflecting a 'can do' approach
- c) Striving for excellence in everything we do
- d) Having mutual respect for everyone we work with, work for and support through our services

16. Ability to work flexibly as may be required by the needs of the service, travelling within the local area and carrying out any other reasonable duties as required.