Job Title: Prevention Information and Assurance Manager

Team/Service Area: Early Help

Salary/Grade: Grade 10, SCP 42-46

Line Manager: Director of Early Help

Direct Reports: Up to 12

Location: Bunny Hill Family Hub

Your normal place of work will be at Bunny Hill Family Hub, but you may be required to work at any Company recognised workplace.

About Us

Established in 2017, Together for Children Sunderland is on a mission to improve services in social care, early help and education and engage the whole community in giving children and young people in Sunderland the best possible opportunity to thrive.

Our dedicated workforce strives to make a difference, irrespective of our work vocation or specialism.

We value diversity and actively seek candidates from all backgrounds, including various ages, disabilities, neurodiverse individuals, gender identities, sexual orientations, religions, beliefs, races, and cultural backgrounds. Our inclusive workplace culture fosters collaboration and excellence.

Find out more: [Find out more - Together for Children]

About the role:

Provide a high-quality data analysis to support and underpin the Early Help information team's work in supporting families with most complex needs. This will involve leading on the identification, tracking and monitoring several different and complex family cohorts. You will be required to work closely with different teams, projects, and partners to collect information including the Early Help, Education and Children's Social Care services and external agencies.

Play a key part in sourcing new funding streams for Together for Children, working alongside experienced colleagues to ensure that we keep growing and developing.

This role is exempt from the Rehabilitation Offenders Act 1974 and therefore requires a satisfactory Enhanced Disclosure and Barring Service (DBS) Check.

Key Responsibilities:

Management for the planning, developing, improving and implementation of programmes replacing 'Supporting Families' including data collection, data analysis, performance monitoring and reporting, benchmarking, and delivery of key national returns to improve outcomes for children, young people, and families as part of the wider Early Help Directorate. This will include an appropriate contribution to all Early Help targets and all Company targets in respect of the supporting family's programme.

- Lead the collation, analysing and monitoring of data to provide robust intelligence and effective reporting processes and make recommendations which contribute to the improvements of service delivery.

- Safeguard and promote the welfare of children and young people

- Champion equity, diversity and inclusion in all aspects of your work and the communities you assist

- Establish and identify methods to track data regularly that assists and supports recommendations made to the Director of Early Help in informing and influencing commissioning and other strategies.

- Gather and maintain performance information to meet local and national requirements set out by the Department for Education, the DHSC and others

- Building close working relationships with the Families Information Service and Systems Team to identify the Early Help cohort and develop the tools needed to track and monitor the number of supporting families that Together for Children is working with.

- Establish and build contacts and close working relationships with key internal and external data contacts to update the existing Early Help cohort quarterly, through the systematic collection, collation monitoring and sharing of partner agency data.

- Work with Together for Children's performance team and SCC ICT to determine the specification required to build and implement appropriate

information systems required to support the programmes in relation to identification of Early Help cohort and track progress.

- Draft and present reports to senior management bringing together the data intelligence that has been analysed to identify the key challenges, profiling of the data and outlining recommendations based on the information presented.

- Implement and update the matrix of need; understanding the different criteria requirements set by Central Government and areas of priority regarding vulnerability; identifying and highlighting the patterns and trends to senior managers.

- Report and track live families across the various cohorts and criteria determined by Central Government ensuring that appropriate performance measures are in place to provide monthly and quarterly progress reports to guarantee payments by results targets are met.

- Ensure that the Senior Leadership Team is made aware of areas of concern regarding performance against the criteria where this may impact on funding.

- Lead on developments within Liquid logic to support Early Help.

- Participate in and contribute to regional and national networks in respect of Early Help.

- Lead on data maturity alongside ICT.

Responsible for identifying and securing external sources of funding to deliver a range of projects within Together for Children

- Lead on funding bids for prevention and early help, and co-ordinate work with the Transformation Team and the Council on other projects.

- Support, write and coordinate the development of external funding bids and commercial tenders

- Proactively identify external funding and commercial tender opportunities that support and align to the vision of Together for Children and analyse a variety of regional, national, and international funding sources and strategic policies to support funding bids

- Maintain an up-to-date knowledge of major funding regimes and emerging funding initiatives.

- Work with Finance to ensure best use of all funds brought in from partners and bids

Management and supervision of staff

- Directly manage the information teams in the Early Help Directorate, including the Families Information Service

- Have responsibility for the supervision, motivation, performance, and appraisal of staff drawn from different professional backgrounds, ensuring that roles and responsibilities are appropriately assigned within the multi-agency setting, and dealing with any capability and/or disciplinary issues where appropriate.

- Conduct case-file audits and other 'work-sampling', accurately judge the quality of the work being delivered, provide constructive feedback to staff, and support the development of excellent practice.

- Have responsibility for staff development and training, ensuring that the annual training plan is delivered.

Training across the Partnership

- Support the development of early help training modules for the SSCP

- Be part of the team delivering multi-agency training about prevention and early help and other aspects of support for children, young people, and families

- Be a source of advice to partners about the Early Help agenda and support them to deliver effective prevention and early intervention work in line with those agreed responsibilities

Other

- Monitor and quality assure the impact of Early Help interventions

- Ensure that all appropriate Early Help, safeguarding, child protection and staff conduct, and safety policies are reviewed and disseminated regularly.

- Ensure that any complaints received about the work of the Early Help information team are investigated promptly and dealt with appropriately.

- Contribute to the annual revision of the Prevention and Early Help Strategy, the Partnership's agreed approach to the provision of early help and support to families to enable them to support themselves better.

- Support the Council and its partners during any relevant inspection, including Ofsted inspections, providing such performance data, documents, and analyses as are requested.

- Promote the work of the Early Help Service among partners, celebrating success and encouraging improvements in service provision at all levels.

- Have oversight of staff health and safety and buildings management where appropriate

- Attend such staff meetings, briefings and training as required by the Director of Early Help as part of the wider Early Help offer.

Our Expectations:

You must undertake this role in accordance with the requirements set out below:

- Comply with Together for Children's Code of Conduct, People policies and procedures, Health and Safety Policy and EDI Statement.
- Uphold all relevant professional policies, standards and legislative requirements
- Adhere to the Data Protection Act 2018 and GDPR principles in relation to the management and handling of personal and/or sensitive information and respect the privacy of personal information managed by Together for Children Sunderland.
- Comply with the Freedom of Information Act 2000.
- This position is a politically restricted post as identified by Together for Children Sunderland and in accordance with The Local Government and Housing Act 1989 (LGHA).

Date: January 2025

Person Specification - Early Help Information and External Funding Co-ordinator

The requirements for this post and how candidates will be assessed are set out below.

Essential Requirements	
Qualifications: • Degree in an appropriate discipline, or current significant experience in a similar role. • Level 2 English (Grade C GCSE or equivalent) • Level 2 mathematics (Grade C GCSE or equivalent) • Must have access to transport and be able to work in the community	Application Form
Significant experience: • Knowledge of Early Help systems locally, regionally and nationally • Microsoft Office and IT Systems including Excel and use of SQL, GIS, databases. • Developing data sharing mechanisms and protocols. Extensive experience of working as an information/data specialist/analyst. • Management of people/teams – including supervision of staff • Working in a challenging and pressured environment • Multi-agency, inter-disciplinary working • Management of budgets	Application Form
Knowledge and understanding: • Knowledge of Microsoft SharePoint and Power BI • Experience of handling sensitive and confidential data and undertaking sensitive tasks with knowledge of the Data Protection Act and other relevant legislation. • Numerate and with the ability to analyse and interpret statistical information and produce complex results in an easy-to-use form for a variety of audiences. • The problems faced by children, young people, and their families nationally, regionally, and locally • The legal framework pertaining to safeguarding and child protection • Human Resource (HR) processes and procedures • SEND Code of Practice	Application Form
Skills and Abilities: • Deputise at a higher level	Interview

• Work within regulations and agreements pertaining to confidentiality, information-sharing, GDPR, safeguarding • Engage in meaningful professional relationships with children, young people and their families and partners who work with families • Drive service improvement (and demonstrate a proven track record of this service improvement) • Assess, plan, review, and measure progress towards agreed outcomes for children, young people, and their families • Manage and supervise staff in a robust but fair way to secure improved outcomes for children • Communicate effectively with a range of audiences and in a variety of formats (verbal and written) • Work independently, flexibly and on own initiative • Make decisions and problem-solve • Challenge staff, and schools, academies, and other partners, when appropriate and in an appropriate way • Recognise and respond appropriately to risk • Respond professionally to high levels of challenge • Offer support and guidance to team members • Train staff and partners in the delivery of partnership programmes • Prioritise or reprioritise workload, meet stringent deadlines and targets and work to national standards • Maintain a sense of perspective in the face of significant challenge	
Other Requirements • **If applicable -** Willingness to participate in the TfC in-house Leadership and Management Programme (Cultivate/Empower/Elevate) • **If applicable** - Willingness to form part of the TfC Coaching Programme and commitment to the development of other TfC future leaders and managers through Thrive@TfC	Interview

Author: Revisions (post-Supporting Families programme) Karen Davison

Date: January 2025