

## Members' Library Service Request Form

Date of Document	19/02/21
Originator	Diane French
Originator's Ref (if any)	
Document Title	Creation of a Co-ordinator - Parenting & Family Support

Please indicate if access to the document is to be "unrestricted" or "restricted", with regard to the terms of the Local Government (Access to Information) Act 1985.

Unrestricted	<input checked="" type="checkbox"/>	Restricted	<input type="checkbox"/>
--------------	-------------------------------------	------------	--------------------------

If the document is "restricted", please state on what grounds (click on grey area for drop-down menu):

For Publication
-----------------

Please indicate which committee this document should be recorded into (click on grey area for drop-down menu):

Cabinet
---------

Additional information:

Authorised By	Jim Lamond
Designation	Exec Director - Council Resources
Date	19/02/21

For Office Use Only:	
Library Reference	28/21
Date Received	19/02/21
Bulletin	Feb21

**STAFFING REPORT – NEW POST**

REPORT TO: Members' Library Service

BY: Executive Director – Council Resources

DATE: February 2021

SUBJECT: Staffing Report for the Creation of a Coordinator – Parenting & Family Support

---

**1 PURPOSE**

- 1.1 To seek Executive Director – Council Resources' approval under delegated powers for the creation of a Co-ordinator – Parenting & Family Support as a temporary change to the staffing structure.

**2 RECOMMENDATIONS**

- 2.1 To agree to the proposed changes to the staffing structure as outlined in the report.

**3 BACKGROUND**

- 3.1 At present we do not have any co-ordinated approach to look at the data available which informs us of the needs of parents, families and communities across East Lothian. We therefore cannot ensure that resources, financial and in kind, go to those who need that support most. A central co-ordination function would use available data to inform the delivery of parenting and family supports.
- 3.2 The delivery of support to parents and families would be needs-led, responsive, and gaps in delivery and staff knowledge and training would be identified. It would acknowledge that no two communities are the same and whilst a family support strategy hopes to deploy a consistent model going forward, our engagement with parents, families and local communities will inform deployment.
- 3.3 The post will be temporary initially for a period of 23 months, 35 hours per week over 52 weeks. Funding for the post is from the Changing Children's Services

Fund, Health and CAMHS. No posts are being deleted from establishment to create this post.

- 3.4 The Job Evaluation Team have evaluated this role and the post has been evaluated at grade G10 (currently £37,611 - £42,411 per annum)

#### **4 POLICY IMPLICATIONS**

- 4.1 There are no policy implications.

#### **5 INTEGRATED IMPACT ASSESSMENT**

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

#### **6 DISCLOSURE SCOTLAND REQUIREMENT**

- 6.1 This post is considered as regulated work with vulnerable children, as specified in the Protection of Vulnerable Groups (Scotland) Act 2007.

#### **7 RESOURCE IMPLICATIONS**

- 7.1 Financial – The cost of this post including on costs is £49,826. An additional £5,000 is included to cover expenses and annual increments if appropriate. The post will be funded through the existing Changing Children’s Services Fund and secured funding from Health and CAMHS. This will be charged to 5-51-505-1-13-005-5028.
- 7.2 Personnel – This post has been formally evaluated and will be advertised in accordance with the Council’s Recruitment & Selection Policy. HR and the relevant Trades Unions are supportive of these proposals.

#### **8. BACKGROUND PAPERS**

- 8.1 None.

Appendix 1: Agreed Job Details Form

<b>AUTHOR'S NAME</b>	Diane French/ Anne Hume
<b>DESIGNATION</b>	Service Manager – Children & Young People Services/ Co-ordinator
<b>CONTACT INFO</b>	07870362099/ahume1@eastlothian.gov.uk
<b>DATE</b>	26 January 2021

**JOB DETAILS FORM**

<b>JOB OUTLINE</b>	
<b>JOB TITLE:</b> Co-ordinator (Parenting & Family Support)	<b>JET CODE:</b> 7380
<b>SERVICE:</b> Education and Children's Services	
<b>DIVISION:</b> Children's Services	
<b>REPORTING TO:</b> Co-ordinator	
<b>RESPONSIBLE FOR:</b> N/A	
<p><b>JOB PURPOSE:</b></p> <p>To coordinate the design, development and delivery of community-based parenting and family supports and interventions in East Lothian, contributing to the strategic development of the emotional health and wellbeing pathway for children and young people, ensuring that families are offered appropriate early support to prevent escalation to specialist services.</p> <p>To work collaboratively with key partners to ensure preventative and early intervention supports are easily accessible, relevant to local needs assessment and responsive to the needs of local communities, empowering them and utilising community assets.</p>	
<p><b>MAIN DUTIES:</b></p> <ul style="list-style-type: none"> <li>• Gather and collate up to date information and data to provide a needs led assessment of our parenting and family support offer.</li> <li>• Maintain a good working knowledge of services across East Lothian and identification of appropriate resources which support children, young people and families.</li> <li>• Identify community assets and lead on the development of a parenting pathway for East Lothian, building on existing local parenting pathways.</li> <li>• Work in partnership with teams and other agencies to develop and sustain an integrated approach to delivering services for vulnerable children, young people and their families</li> <li>• Advise senior managers on what services and supports need to be commissioned, either in communities or county wide, to meet identified needs of parents and families.</li> </ul>	

- Lead sourcing of and bidding for external funding streams to support generation of East Lothian parenting and family support services
- Identify barriers to engagement and work with partners in finding solutions to these to support families to engage.
- Work closely with colleagues, specialist services and partner agencies to develop appropriate GIRFEC pathways supporting plans around a family to ensure a coherent whole system approach.
- Liaise with the Service Managers and team leaders in Children's Services, Education, Connected Communities and EL Works and Health in matters relating to supporting parents and families.
- Provide support & guidance to the 6 Support from the Start cluster groups.
- Provide advice, support and guidance to the Support from the Start Family Support workers.
- Identify the need for evidence based parenting programmes and ensure sufficiency of evidence based parenting programmes, to meet the demand in areas of greatest need.
- Lead on the co-ordination of evidence based parenting programmes and work with colleagues and partners to ensure the effective inclusion of parenting support as part of the early intervention and prevention agenda.
- Design and implement quality assurance systems for evidence based parenting programmes
- Provide updates and feedback to the Children's Services Partnership on progress
- Maintain management information systems and produce regular reports in accordance with business needs on all aspects of parenting support, including identifying trends and proposing solutions where problems are identified
- Ensure that the engagement of children, young people and families to inform service improvement is embedded in practice.
- Maintain an up to date and easily accessible database of supports available  
To take account local and national policies and guidance when developing supports and services

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

## ESSENTIAL REQUIREMENTS FOR THIS ROLE

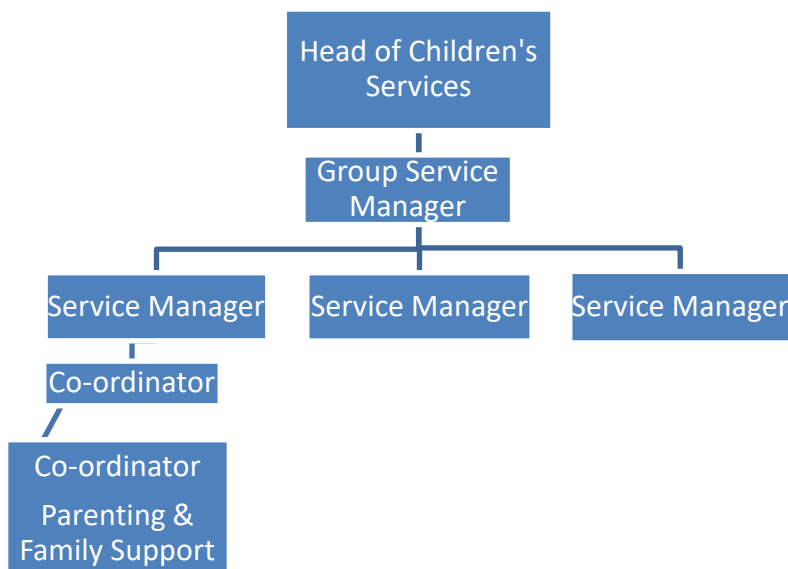
### Qualifications/Experience:

- Educated to Degree level in a relevant subject area such as community education, education, health or social work. Extensive experience of supporting the development and delivery of community based parenting supports and interventions and previous experience of working with children, young people and families.

### Disclosure Scotland:

- This role requires PVG clearance for regulated work with children and/or protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement.

## ORGANISATIONAL STRUCTURE:



<b>PERSON SPECIFICATION</b>		
<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Education, Registration & Training	<p>Educated to degree level in a relevant subject area.</p> <p>This role requires PVG clearance for regulated work with children and/or protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate <b>will be required prior to commencement.</b></p>	<p>A current driving licence and use of a vehicle to travel between locations.</p>
Previous Experience (Paid & Voluntary Work)	<p>Experience of working with vulnerable children and families</p> <p>Experience of supporting the development and delivery of community based parenting supports and interventions</p> <p>Experience of promoting parenting skills and techniques</p> <p>Experience of working with children and young people and their families.</p> <p>Experience of collaborative working with a range of services, partners (including families) and community organisations</p>	<p>Experience of delivery of evidenced based parenting programmes.</p> <p>Experience of group work</p> <p>Experience of seeking and applying to external funding sources</p> <p>An understanding of the environment in which voluntary and community organisations operate and how to empower and support them</p>
Knowledge/ Skills /Competencies	<p>Effective verbal and written communication skills.</p> <p>Effective organisational and time management skills.</p> <p>Competent user of Microsoft Office Suite such as Word, Excel, Outlook etc.</p>	<p>Proven skills in the use of a variety of resources for supporting parents and families.</p> <p>Evidence of skills in report writing</p>



<p>Personal Qualities</p>	<p>Ability to work collaboratively with colleagues, other professionals and third sector partners.</p> <p>Ability to work without close supervision, using own initiative.</p> <p>Ability to work flexibly as part of a team.</p> <p>Empathy for children, young people and families.</p> <p>Ability to deal with conflicting priorities and demands.</p> <p>Ability to work under pressure and to deadlines.</p> <p>Ability to plan ahead and prioritise own workload.</p> <p>Ability to maintain confidentiality relating sensitive or personal matters.</p>	<p>Strong planning, organisational and administrative skills.</p>
<p>Council Behaviours</p>	<p>We are Customer Focussed</p> <p>We Initiate and Embrace Change</p> <p>We Strive to be the Best we can be</p> <p>We make things Happen</p> <p>We work Together</p>	

## FACTOR LEVEL DESCRIPTORS

### WORKING ENVIRONMENT:

The Jobholder will mainly work in an indoor office environment although there will also be a requirement to attend meetings across community locations within East Lothian. The Jobholder will also conduct home visits.

### PHYSICAL CO-ORDINATION:

Physical co-ordination is needed to use a telephone, keyboard and/or a mouse. PC using Microsoft Office products on a daily basis. Basic keyboarding skills are required to do this job. This could include, for example, producing standard word processed documents, simple graphics or desktop publishing etc. No specialist software is utilised.

As the duties of the role can be undertaken at various locations out with the main place of work then it is desirable that the Jobholder is able to drive to travel between locations where work is carried out. No specialist driving skills are required

### PHYSICAL EFFORT:

The job is mainly undertaken in a sedentary position and requires no more than a basic level of physical effort by the jobholder.

There will be occasions where s/he will be required to carry a laptop and paper documents to meetings and stand/walk when attending meetings etc

### MENTAL SKILLS:

The Jobholder will be required to develop the parenting & family focus service ensuring that it meets the needs of all partners. S/he will be required to manage the service resources (people and others) to ensure that they are used effectively. This requires a strategic overview of the resources available from all sectors and coordinate information from various places and summarise coherently for example, summarise trends, identify gaps in service delivery & family support. S/he must be able to take cognisance of national guidance and interpret this locally into appropriate forums and planning formats ie GIFREC principals.

In collaboration with Teams and Agencies ie Children's Services, Education Early Years Team, Connected Communities, and third sector partners develop new and effective ways to support children and families. Collate and make sense of patterns in referrals and develop early intervention approaches to meeting needs.

Problem resolution requires experience, service understanding and consideration of partner organisations agendas; initiatives and research on best practice. S/he must also balance the operational problems against the strategic direction of the Service.

The Jobholder will be responsible for the success of this new service and will evaluate the delivery and roll out of initiatives/pathways and contribute to the development and evaluation of any planning framework or strategy in place within the service.

#### **CONCENTRATION:**

The Jobholder must be alert and have excellent listening skills in order to effectively identify the issue/concern in order to accurately take action to move things forward. Some issues can be complicated and require the Jobholder to use their knowledge/ judgement to decide upon which option to take ie funding issues, listening to the voice of parents and families and acting on their comments and views.

The Jobholder will be required to attend and concentrate in an intense and sustained manner of a frequent basis at meetings, conferences etc and be able to work on a variety of documents, plans, reports etc. on a daily basis.

Interruptions may be frequent with a number of competing demands and deadlines. The jobholder is required to balance an agreed work programme with operational needs of the service. Despite the fact that the work is deadline driven, it is the requirement to switch between these activities in order to respond to a range of concerns/situations that creates the most pressure for the jobholder.

#### **COMMUNICATIONS SKILLS:**

The Jobholder requires highly developed interpersonal and communication skills in order to build positive relationships across a number of services and agencies. S/he will be required to present to a variety of audiences to influence to raise awareness of the importance of parenting and family support. S/he is responsible for developing constructive relationships with partners, community organisations and third sector partners

The Jobholder will need to be able to communicate with a range of people, including families and practitioners, and be confident in building good working relationships quickly. S/he will be responsible for gathering information from families about their needs and feeding back what has been learned. Empowering families to come up with their own resources and ideas. Negotiating between what is ideal and what is realistically possible, within a clear time frame. Clearly stating what is happening, when and the desired outcome. Collating feedback on a regular basis about the effectiveness of the pathways.

S/he is responsible for developing and improving partnership working with services, partners and community organisations and will require negotiation skills to do this effectively.

#### **DEALING WITH RELATIONSHIPS:**

The Jobholder will need to be able to build trusting relationships with families, practitioners, and partners within external organisations. Families will be referred to the Jobholder by Practitioners and/or Social Work as it has been identified that intervention is required.

It is the Jobholders responsibility to ensure that there is an emotional health and wellbeing pathway for children and young people, ensuring that families are offered appropriate early support to prevent escalation to specialist services.

**RESPONSIBILITY FOR EMPLOYEES:**

In the course of normal working the jobholder has no responsibility for the work of employees but will provide advice and guidance to employees within third sector organisations and volunteers as required.

S/he will have oversight of their work ensuring it was in line with the action plans of the cluster groups and be a central point of contact for each of the workers providing support and guidance on a regular basis.

**RESPONSIBILITY FOR SERVICES TO OTHERS:**

The Jobholder is responsible for co-ordinating the design, development and delivery of parenting programmes and supports. The Jobholder will be required to evaluate the effectiveness of any planned programmes and use this to inform future planning.

**RESPONSIBILITY FOR FINANCIAL RESOURCES:**

The Jobholder will be responsible for sourcing and bidding for external funding streams to support generation of East Lothian parenting and family support services.

The Jobholder will identify gaps in service provision and identify possible funding streams which may provide a resource to fill that gap. S/he will ensure that the funding is spent appropriately and that identified outcomes are achieved through evaluation

**RESPONSIBILITY FOR PHYSICAL AND INFORMATION RESOURCES:**

The Jobholder will identify resources, gaps in provision, seek funding streams and contribute to the procurement process.

The Jobholder will have access to data of a highly confidential and personal nature and must adhere to relevant legislation and policies in this regard. S/he requires a continual awareness of security, confidentiality and the implications of GDPR.

The Jobholder is responsible for creating and updating records for use by Team/Colleagues – S/he must ensure that the data collated is relevant and meets management requirements, ensuring that any information forwarded to partner agencies is accurate and relevant.

The Jobholder uses a personal computer and a variety of other office equipment in the course of their duties

**INITIATIVE & INDEPENDENCE:**

The Jobholder is required to exercise considerable autonomy and initiative to liaise with managers, agencies and third sector parties to develop networks and further joint working.

S/he is responsible for the design, development and delivery of parenting programmes and support.

S/he can make decisions on daily operational duties and will refer to the Service Manager on more urgent/escalated matters.

The Jobholder will contribute to the development of strategies and plans and their subsequent evaluation.

**KNOWLEDGE:**

The Jobholder must be educated to degree level in a relevant subject area and have extensive experience of supporting the development and delivery of community based parenting supports and interventions and previous experience of working with children, young people and families and community groups.

S/he must also have experience of supporting the development and delivery of community based parenting supports and interventions and promoting parenting skills and techniques

**AUTHORISATION:**

I have read the information contained in this document and confirm that it is an accurate reflection of the duties and responsibilities for this post.

**Jobholder\***

Signed ..... Date .....

**Line Manager**

Signed ..... Date .....

**Service Manager**

Signed ..... Date .....