

JOB DESCRIPTION

Post Title: Early Help Coordinator	Director/Service/Sector Health and Wellbeing		Office Use
Grade: 8	Workplace:		JE ref: 3028
Responsible to: Team Manager - Social Work	Date: 20/03/15	Manager Level: none	HRMS ref:
Job Purpose: To work in partnership with partner agencies, schools and other stakeholders to coordinate and deliver Early Help provision in two localities of the County. To support and develop the locality based Early Help Hubs. To provide training and support to agencies in the completion of the Early Help Assessment. To set up and manage the referral and tracking of referrals into the hub and provide performance management information as required.			
Resources	Staff	Band 2 admin	
	Finance	Small budget for training and provision of small grants	
	Physical	Management of early help website and referral mailboxes, updating of early help materials	
	Clients	Schools, partners in the statutory, community and voluntary sector, children, young people and families	
Duties and key result areas:			
<ul style="list-style-type: none"> ● To play a lead role in the ongoing development and delivery of Early Help processes and services across Northumberland working closely with other services within the council and external partner agencies. ● To lead on the development and delivery of training for staff across Northumberland in relation to the Early Help Assessment ● To play a lead role in the development and coordination of the Early intervention hubs across Northumberland including establishing referral processes, liaising with partner agencies about referrals and providing information to families. ● To support strategic managers in the development of the Early Help offer including writing reports for strategic boards, providing relevant information and data in an appropriate format and being part of strategic groups as requested. ● To provide a lead for support and advice in relation to Early help to relevant agencies and organisations working in Northumberland ● To lead on the development of a tracking system for Early Help Assessments working with the performance team for education and safeguarding ● To lead on the development of a quality assurance and audit process for Early Help Assessments ● To chair the weekly multi agency locality meeting and lead on ensuring all paperwork in relation to the Hub is distributed in a timely manner ● To work closely with the area social work teams to provide advice and support about thresholds and Early Help ● To play a lead role in the specified localities in relation to the marketing of Early Help Assessments ● To provide line management support to the Band 2 admin ● To lead on developing peer support for a range of family support workers working in school settings in their localities ● To support the continued development of the Supporting Families programme in Northumberland working with the strategic lead and operational coordinator 			
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.			
Work Arrangements			
Transport requirements:	needs to be able to travel across LA area and sometimes regionally		
Working patterns:	37 hours, occasional evening and weekend work might be required		
Working conditions:	Will be required to work across two localities so will be provided with laptop, mobile phone to allow mobile working.		

PERSON SPECIFICATION

Post Title: Early Help Coordinator	Director/Service/Sector: Health and Wellbeing	Ref: 3028
Essential	Desirable	Assess by
Knowledge and Qualifications		
Degree level qualification in Children and Families or related discipline Knowledge of Early Help Assessment and early intervention. Understanding of the processes and systems that underpin the delivery of services to Children and Families. Knowledge of the thresholds for intervention across agencies. Understanding of the impact of early disadvantage on children Knowledge of inspection frameworks relevant to the delivery of children's services	Degree level education in Education, Social work or health Knowledge of the national Troubled Families agenda and Northumberland's response to this	
Experience		
3 years working with vulnerable Children and Families Experience of developing and delivering training to a wide range of organisations Experience of multiagency working Experience of working as part of a team	Experience of working in a statutory Children and Families Service Experience of managing staff or students	
Skills and competencies		
Ability to work in partnership with a variety of agencies. Skilled and confident communication skills Able to track and evidence outcomes for children and young people using I/T Able to work independently Able to plan, prioritise and deliver work appropriately Ability to communicate with vulnerable families Ability to plan, lead and evaluate services	Ability to use computer based systems and software packages	
Physical, mental and emotional demands		
Able to work to deadlines and under pressure Able to travel to different parts of the County Able to analyse information including data Ability to manage competing work pressures and priorities Physically capable of discharging the full duties of the post		
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

National Qualification Framework

The three regulatory authorities have updated the National Qualifications Framework for England, Wales and Northern Ireland as part of a review of regulatory arrangements. (The three regulatory authorities are QCA, ACCAC and CCEA).

The NQF is designed to help with career progression and act as a guide to learners to make informed decisions about their training needs.

It aims to:

- promote access, motivation and achievement in education and training, strengthening international competitiveness
- promote lifelong learning by helping people to understand clear progression routes
- avoid duplication and overlap of qualifications while making sure all learning needs are covered
- promote public and professional confidence in the integrity and relevance of national awards.

The following table provides an indication of the new frameworks.

National Qualifications Framework	Framework for Higher Education Qualification levels (FHEQ)
8 Specialist awards	D (doctoral) doctorates
7 Level 7 Diploma Professional qualifications	M (masters) masters degrees, postgraduate certificates and diplomas
6 Level 6 Diploma Professional qualifications	H (honours) bachelors degrees, graduate certificates and diplomas
5 Level 5 BTEC HND	I (intermediate) diplomas of higher education and further education, foundation degrees, higher national diplomas
4 Level 4 Certificate	C (certificate) certificates of higher education
3 Level 3 Certificate (OND) Level 3 NVQ A levels	
2 Level 2 Diploma Level 2 NVQ GCSEs Grades A*-C	
1 Level 1 Certificate Level 1 NVQ GCSEs Grades D-G	
Entry Entry Level Certificate in Adult Literacy	

The use of levels in the NQF is to indicate the generally comparable outcome of an award but does not indicate that different awards share purpose, content and outcomes.