

Post Title: Integrated Children’s Centre Coordinator		Director/Service/Sector: <u>CHILDREN’S SERVICES DIRECTORATE</u>		Office Use
Grade: PO 1/2		Workplace: Based in Children Centre(s) covering a designated area in the county.		JE ref: HRMS ref:
Responsible to: Children’s Centre Locality Manager		Date:	Manager Lever:	
Job Purpose: To work in partnership with the local community and other stakeholders to manage, coordinate and deliver Children’s Centre provision in a designated area in the county, ensuring local integration of early childhood services, in accordance with relevant legislation, standards and guidance.				
Resources		Staff	Staff at 1/2 Children’s Centre (up to 20); Students and Volunteers	
		Finance	Contribute to managing centre based operational budget(s) up to 500k	
		Physical	Responsible for security and maintenance of Centre building(s) and centre resources/equipment	
		Clients	Parents to be, families with children aged 0-5, key partners in the statutory and voluntary sector, elected members;	
Duties and key result areas:				
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(Where a health & family support thematic lead is needed, to act as the children's centre lead safeguarding advisor, with responsibility for quality assuring induction, training and support of staff and of the centre(s) local policies, procedures and practice in relation to safeguarding matters).

8. To be responsible for the Health and Safety of children, families, staff and other stakeholders whilst they are in the children's centre, adhering to legislation, local policies and procedures, undertaking risk assessments and taking appropriate action where issues are highlighted.
9. To supervise, manage and direct members of staff through regular formal sessions and provide ongoing informal support, providing training for staff through team meetings and specific workshops.
10. To assist the Locality Manager to develop and maintain appropriate local governance arrangements, providing training and reports to the children's centre advisory board and developing and leading local stakeholder groups as appropriate.
11. To be responsible for the implementation and oversight of centre based systems for data collection and for the evaluation of services delivered within the centre(s) in order to inform service planning and priorities at local level;
12. To be responsible for development and updating of the self evaluation form throughout the year to ensure content and quality is monitored by the Locality Manager and by the Local Authority.
13. To participate in multi-agency groups to influence the integration and improvement of early childhood services in the locality and across the county, assisting with local developments and partnerships as agreed by the Locality Manager and Advisory Board.
14. To participate in the recruitment and selection of children's centre staff, leading on their further training and professional development, as directed by the Locality Manager.
15. To assist the Locality Manager by creating and providing presentational briefings and update information to stakeholders and other partnerships as directed
16. To carry out other relevant tasks as required, commensurate with the grade of the post.

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: :	Casual car user, must have full driving licence and access to own car
Working patterns:	Full time, occasional evening and weekend working required
Working conditions	Based at xxxxxx children's centre (s) but regularly required to travel to centres/outreach posts and other venues across the locality

Appendix 2

Post Title: Integrated Centre Coordinator		Director/Service/Sector: Children’s Services Directorate	Ref:
Essential	Desirable		Assess by
Knowledge and Qualifications			
Relevant professional qualification (e.g. social work, health, youth or community work, teaching etc) <u>or</u> qualified to degree level Knowledge of current policy and legisaltive agenda in relation to young children and families. Knowledge of current policy and inspection frameworks, standards and guidance relating to children’s centre provision. Demonstrable knowledge of child development and impact of disadvantage on outcomes for children. Linked to thematic lead, knowledge of current policy, legislation and practice in relation to child and family health, safeguarding and family support, community development <u>or</u> early years.		NPQICL (National Professional qualification in integrated centre leadership) Management Qualification or training. Knowledge of pedagogy for the 0-6 age range. Relevant post qualifying training	
Experience			
2 years WTE post qualification experience in working with and delivering services to children and families, Experience of working as part of a team. Experience of multi-agency working. Substantial experience of direct work with children, families or parents/communities, in homes and/or community settings, including vulnerable families or groups. Demonstrably able to involve local people in community development and capacity building programmes. Where required, specific practice experience linked to thematic lead (child and family health, safeguarding and family support, community development <u>or</u> early years).		Experience of supervising staff and/or students. Experience of project evaluations. Experience of undertaking community consultation Experience of working with children and families under five. Experience of delivering parenting programmes Experience of safeguarding practice.	
Skills and competencies			
Demonstrable interpersonal and communication skills, able to communicate effectively with a range of partners and service users. Ability to lead, plan, and evaluate services. Ability to organise services, resources and deploy staff effectively Nunerate and able to manage operational budgets			

<p>Able to adapt to changing circumstances, develop new services where necessary and use resources to build services around needs.</p> <p>Able to develop centre policies and procedures.</p> <p>Able to promote sustainable development of Children's Centre services which fully involve and build the capacity of the community.</p> <p>Ability to manage own work load and that of others effectively.</p> <p>Able to work in a non-judgemental, non stigmatising way, promoting equal opportunities and anti-discriminatory practice.</p>	<p>Experience of and skills in identifying and bidding for additional funding sources.</p> <p>Experience of and skills in project/service development.</p> <p>Ability to use computer based systems and software packages.</p>	
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Physical, mental and emotional demands

<p>Ability to manage competing workload demands and priorities</p> <p>Ability to manage conflict and respond to complaints from users or partner agencies</p> <p>Ability to work to deadlines for budgets and performance management</p> <p>Ability to analyse information including numerical data</p> <p>Physically capable of discharging the full duties of the post.</p>		
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Other

<p>Motivation</p> <p>Motivation</p> <p>Commitment to the Sure Start Children's Centre vision and to improving outcomes for young children.</p> <p>Commitment to continuous improvement and community involvement.</p> <p>Able to meet the transport requirements of the post.</p> <p>Able to work flexible hours as necessary.</p>		
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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