

Job Description

Job Title	Support Co-ordinator
Department/Area	England
Responsible to	Service Manager
Pay Scale	£27,900 - £30,100 per annum

Our Vision

A world where all children and young people grow up in families rich in the essential ingredients required for them to realise their ambitions and dreams.

Our Mission

To create environments, enrich families and harness communities that enable Children and Young People to overcome adversity and abuse, by creating an enduring sense of belonging. By doing this and by working together, we will have the courage to overcome barriers, through tenacity and creativity we will release their potential.

Role Summary

To co-ordinate one or more projects working with children, young people, and families to enable them to thrive through delivering high quality services. You will be responsible for supervising a small team of support workers as well as delivering 1:1 and group based interventions where required.

Key drivers of considerations

As a Support Co-ordinator, you will at all times:

- Work consistently with Community Foster Care's values and contribute to achieving its mission.
- Seek to develop and enhance good working practice (to include suitable levels of work performance) for yourself and your colleagues.
- Promote Community Foster Care's reputation and protect its ability to achieve its mission.

Key requirements of which you should be aware:

- The role of a Support Coordinator may mean you will need to work some evenings and weekends. You may be required to work outside of office hours to:
 - Attend any appropriate meetings or events;
 - To meet the demands of your role;
 - To offer support to your team as required.

Main Duties and Responsibilities

Outcome Based Support Service

- Take a lead on promoting and facilitating the participation of young people in the organisation.
- Take a lead on ensuring service feedback from children, young people, and families is obtained and used to inform service delivery.
- To coordinate one or more areas of project delivery and ensure a high standard of work.
- To provide line management and supervision to a team of support workers.
- Where required/directed, provide time limited support to the child, young person or their family, in order to ensure their safety and wellbeing is promoted and assists in:
 - preventing family breakdown;
 - crisis or admission into care;
 - return to home following a period in care;
 - supporting a family in order that the child can remain in a foster placement;
 - providing activity based interventions as required.
- Provide emergency support to foster carers as and when required.
- Provide group based interventions and activities for children, young people, carers or families.
- Attend a variety of meetings to support a child or young person;
- To review progress and monitor at all times, regularly reporting back to the Service Manager;
- To ensure a flexible service around school hours and availability of the child, young person or family;
- To support with unannounced visits to foster carers.
- To support with the core functions of the charity, such as screening and responding to referrals and enabling the effective making of placements.
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Statutory Recording

- To provide project reporting as and when required, in line with the project objectives.
- To work with stakeholders to feedback on agreed KPI's.
- To oversee and ensure risk assessments of the child, family, or group activity is undertaken and incorporated into reporting;
- Provide statutory reporting as required;

Case Planning

- To set up project plans and agree project objectives with the Service Manager and stakeholders.
- To screen referrals in to the project and allocate work.
- Set up work action plans in partnership with professionals as required
- Review new and effective ways to ensure the child or young person is engaged in the process
- To undertake case recording of all aspects of work
- Contribute to the training needs of Foster Carers where required or requested
- To attend and contribute to other meetings as required, i.e. strategy meetings, case reviews, working parties and training courses.

What we require from all our employees

- A commitment and alignment with Community Foster Care's Values
- A tenacity and commitment to resolve and develop our ability to enable children to thrive
- A willingness to embrace challenge and actively seek constructive feedback
- A willingness and ability to be highly functioning team player
- A willingness to work in a flexible way, to cover additional tasks where required, not specifically covered in the job description
- A commitment to anti oppressive practice, underpinned by an understanding and promotion of equality and diversity
- Positively promote and publicise the work of the Community Foster Care
- Always represent Community Foster Care in a professional manner
- Act as communication champion to ensure that all staff are well informed about developments and have a clear understanding of issues
- Undertake training and development deemed necessary for the pursuance and development of the post
- Comply with Equal Opportunities, GDPR and employment practices.

It is the nature of work of Community Foster Care, that tasks and responsibilities are unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description and have to be undertaken.

Community Foster Care is committed to safeguarding and promoting the welfare of children applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosures Barring Service clearance at enhanced level.

CVs will not be accepted in any circumstances all applicants must complete an application form.

**Person Specification
Support Co-ordinator**

Note to Applicant: *When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post. The shortlisting process will be completed in line with these key factors.*

Qualifications

	Essential (E) Desirable (D)	Short listed Criteria	Evidenced
▪ Qualified to Degree Level	D		Application form
▪ Diploma in Childcare and Education, NNEB or equivalent Level 3 qualification	E	✓	Application form
▪ Relevant post qualification awards	E	✓	Application form

Experience

▪ Previous experience supervising support workers	D	✓	Application form
▪ Experience working effectively and directly with children, young people and their families	E	✓	Application form
▪ A sound knowledge of child protection processes	E	✓	Application form
▪ Experience of completing assessments, identifying safe guarding and support techniques for each child and family	E	✓	Application form
▪ Experience of setting up and/or managing projects.	D		

Skills and Knowledge

▪ To have achieved or demonstrate a willingness to achieve a thorough working knowledge of Equal Opportunities policies and related procedures	E		Interview
▪ A sound working knowledge of Safeguarding Policy and Practice.	E		Interview
▪ Excellent Assessment and Analytical skills enabling sounds assessment and evaluation information obtained from and about Children and Families	E		Interview
▪ To have good communication skills to be able to work with stakeholders and service users	E		Interview
▪ To have good written skills to ensure structured project reporting, risk assessments, and case plans	E		Interview
▪ To have the skills to manage time effectively	E		Interview
▪ Good standard of professional organisation	E		Interview

Abilities and Aptitude			
▪ Alignment and commitment to work in line with the charities values and work together with others to achieve our mission and vision	E		Interview
▪ To have the ability to work under pressure with competing demands	E	✓	Application form
▪ To have the ability to work autonomously and to demonstrate initiative and self-reliance	E		Interview
▪ To have the ability to form and maintain good working relationships with both stakeholders and service users	E		Interview
▪ To have the ability to work in a changing environment	E		Interview
▪ A commitment to personal self-development and training	E	✓	Application form
▪ Competent use of a range of hardware and software (tools of the trade) to support effective working including: <ul style="list-style-type: none"> ▪ Microsoft Office ▪ Internet Browsers ▪ Charms (desirable) ▪ Online survey tools (desirable) ▪ Secure email systems (desirable) ▪ Telecommunication devices 	D		Interview
▪ To have an understanding of the importance of financial management in regard to care/ service planning	E	✓	Application form
Miscellaneous			
▪ Ability to work flexible hours including evening and weekends.	E	✓	Application form
▪ Full current driving licence.	E	✓	Application form