

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Family Hub Parent Engagement Officer |
| HBC Grade: | HBC3 |
| Service: | Team Around the Family |
| Division: | Children and Families |

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| **Main Purpose of the Role** |
| * To engage families and young people to co-design family hub services and programmes and capture their voice for representation on relevant governance and partnership boards. * To support families and young people to participate in the delivery of family hub services or programmes (e.g. peer support programmes, mentoring programmes and volunteer-led programmes). * Ensure families and young people are routinely involved in planning and directing their family hub service pathways and sources of support, through engaging with evaluation processes. |

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| **Key Duties** | |
|  | To work within Halton’s Parenting and Healthy Relationships Team to support the work on the Family Hub Parenting delivery plan, through promotion of the parenting support offer and wider service offer of support.  To engage with the multi-agency workforce, including local partners and commissioned services, to understand their current offer of support and ensure this information is disseminated to the wider workforce and local families as requested. |
|  | To act as a primary contact to offer advice and guidance to families and practitioners with regards to support available within Family Hubs and the wider partnership network |
|  | To actively seek to engage parents/carers of children with SEND and father/male care givers into co-production opportunities and to understand barriers they may face when accessing services |
|  | To work closely, creatively, and flexibly with local families to understand what services/activities they would like to access within Family Hubs and how we can make this offer accessible. |
|  | To attend local family networking events and opportunities to promote the Family Hub offer |
|  | To ensure that families are engaged with local co-production opportunities and that their voices and feedback is fed back to the Parenting Coordinator, Partnership and Governance Boards. |
|  | Highlight any opportunities/gaps in services to the Senior Leadership. |
|  | To support the Parenting and Healthy Relationships team to develop Halton’s platform for digital parenting & relationships support tools for professionals and parents.  Be aware of Halton’s safeguarding procedures, bring any concerns to the attention of the Parenting Co-ordinator. |
|  | To participate in learning and development activities as required |
|  | To undertake any other duties and responsibilities as may be assigned from time to tome which are commensurate with the grade of the job. |
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The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| A relevant qualification in Children and Young People Level 3. | Evidence of continuous professional development | All essential qualification certificates must be presented at interview. |

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|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Minimum 2 years’ experience of working with children and families. |  |  | Application / Interview |
| Experience of working with a range of professionals. |  |  | Application / Interview |
| Experience of engaging with parents/families |  |  | Application / Interview |
|  | Working knowledge of relevant government legislation, guidance and local procedures relating to children and families, including early help and safeguarding. |  | Application / Interview |
|  |  | Knowledge of parenting programmes |  | Application / Interview |
|  |  |  | Good inter-personal and communication skills | Interview |
|  |  |  | Able to work both independently and as part of a team | Application / Interview |
|  |  |  | Ability to keep accurate records | Application |
|  |  |  | Confident when working with other professionals. | Application / Interview |
|  |  |  | Skill to develop innovative ways of supporting parents and children express their needs and views about services. | Interview /Assessment |
|  |  |  | Ability to understand the pressure that some parents may experience when bringing up children. | Application / Interview /Assessment |
|  |  |  | Ability to develop effective relationships with other professionals. | Application / Interview |
|  |  |  | Computer literate, ale to use Microsoft programmes e.g. TEAMS, EXCEL and learn IT systems | Application |
| **DESIRABLE** | Experience of previous community engagement projects. |  |  | Application / Interview |
|  | Awareness of the Governments Family Hub Transformation Agenda |  | Application / Interview |
|  |  | To deal with conflict with successful outcomes. | Application / Interview |
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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| Commitment to Equal Opportunities issues and ability to apply anti- discrimination to own practice in order to produce accessible and inclusive services. |  | Application |
| Ability to travel within Halton. |  | Application |
| Ability to work remotely/evening/ weekends as required |  | Application |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** | Sam Edwards/Carol Fenlon |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.