

Christian Family Care
JOB DESCRIPTION – February 2010

Job title: Children's Centres Coordinator - Arlesey
Reports to: Community Services Manager
Responsible for Operational delivery at Arlesey Children's Centre

Job Summary:

To lead and deliver the operational focus for the development of Christian Family Care's responsibilities as Management Organisation for Arlesey Children's Centre. To ensure that services in the centre are relevant and accessible to the community needs and inline with the centres operational plan.

The role will promote an integrated approach to service delivery in Health, Social Care, Education, Employment Services and Voluntary Sector that is able to evidence and demonstrate clear links to Every Child Matters Five Outcomes and Central Bedfordshire Children's Trust Plan.

To be the face of the centre – the main point of contact for users and other professionals working within the areas served by Arlesey Children's Centre.

1) Service delivery:

- a) To plan, co-ordinate and deliver the children's centre services at Arlesey Children's Centre as approved in the centres operational plan. Ensuring effective integration of Health, Education, Social Care, Employment Services and the Voluntary Sector.
- b) Develop local networks to engage in the implementation and delivery of services in the Children's Centre relevant to the community need and in line with the Every Child Matters Five Outcomes and Central Bedfordshire Children's Trust plan.
- c) Ensure that the community has full access to services and information is available at the centre.
- d) Lead and participate in consultation and engage fully with the community, understanding specific need and responding to service development accordingly.
- e) Deliver services in the operational plan as developed by the Advisory Board ensuring governance of the children centre is met and skills from the representative groups are utilised.
- f) Fully understand and facilitate involvement by working in partnership with all stakeholders' shared interests in the development and implementation of services at the centre.
- g) In conjunction with the Community Services Manager develop, complete and lead the operational plan of the centre ensuring shared stakeholder targets are able to be met effectively by building on existing services.

- h) Contribute to a full cycle of continuous improvement by preparing progress reports and data reports relevant to the self evaluation for the centre. These must evidence clear outputs and outcomes.
- i) Work as a contributor to each Children's Centre team with Local Government Development Officers to develop the operational plan for Arlesey Children's Centre, fully utilising planning tools.
- j) Ensure effective arrangements are in place to mainstream and evidence good practice developed with the children centre.

2) Team management

- a) Select and recruit, in conjunction with the Community Services Manager, and thereafter manage the induction and probation period, and ongoing absence management of the Arlesey Children's Centre team in accordance with the Charity's management policies and procedures.
- b) Carry out appraisal and provide supervision objectives for Arlesey Children's Centre team. Monitor and support performance management of these posts making recommendations to the Community Services Manager. Provide onsite supervision for visiting placements of students, volunteers, trainees and work experience students as required.
- c) Motivate and lead a team culture at Arlesey Children's Centre to promote flexible and responsive services to the community.
- d) Contribute to a local vision for the community developing and promoting services building on skills and networks known to the organisation.
- e) Contribute to the Training Plan for the Arlesey Children's Centre team by making recommendations to the Community Services Manager in accordance with the Charity's policies and procedures.
- f) Ensure the Arlesey Children's Centre team have access and training to adequate monitoring and reporting routes to provide accurate data and reports to the evaluation process.

3) Resource management

- a) Identify and plan in conjunction with Community Services Manager staff resources reviewing and planning within budget.
- b) Effectively utilise available resources to deliver to best quality and good practice. Identify where additional or refocused resources might improve services to best effect.
- c) Plan and communicate resource requirements to all operational delivery stakeholders using relevant timescales and shared tools

4) Monitoring and reporting

- a) Contribute to the Performance Management Framework for Arlesey Children's Centre annually and implement any learning taken from the review informing a revised operational plan.
- b) Utilise and promote consistent use of monitoring tools ensuring appropriate training and compliance is achieved.

5) Strategic Input

- a) Actively contribute to the strategic direction of children's centres business on behalf of the Charity by appraising management of forthcoming opportunities and new initiatives.
- b) Implement actions from the Charity's business plan relevant to the Arlesey Children's Centre services and staff.
- c) Participate in presentations and publicity on raising awareness of Children's Centres need relevant to the Charities services, ensuring promotion opportunities are maximised in the community.

6) Health and Safety

- a) Ensure that processes and action points to maintain health and safety related to any premises hosting Children Centre services are in place and adhered to.
- b) Reporting to the Community Services Manager, as the Designated Risk Assessor, ensure compliance with the policies and procedures of the Charity. The Co-ordinator is to ensure that risk assessments are completed for all service delivery making recommendations to Community Services Manager as appropriate to support the service delivery.
- c) Ensure that the Arlesey children's centre delivery team, and other professionals as appropriate, work within the health and safety policies and procedures of the charity.
- d) Ensure processes applying the policies of Safeguarding Children are adhered to for all children centre activities.

7) General

- a) Undertake any other duties and responsibilities commensurate with the level and responsibilities of the post.
- b) Participate in supervision and appraisal with the Community Services Manager and take part in management and professional development.
- c) Work to the values of the Charity respecting the Christian identity it holds. Communicate in an open and courteous manner with colleagues and service users.
- d) Actively and continuously review all work related activities and suggest areas for improvement.
- e) Carry out responsibilities in accordance with the charity's policies and procedures.
- f) Deputise for Community Services Manager during annual leave or sickness.