

Early Support Community Coordinator (Community Hubs) Grade 8

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work. We all believe that every child and young person should have the opportunity to reach their full potential and that they are best supported to grow and achieve within their own families and communities.

Job purpose

At Kirklees we want to deliver Early Support Services by developing a unifying but not uniformed offer, which reflects the needs and strengths of children, young people, families and communities. Early support for children and families is more effective and less expensive than intervening when problems become entrenched. Even if early support cannot stop problems escalating, targeted and evidence-based support for those at most risk can still make a difference and reduce the need for the high costs of social care involvement and taking children into care.

Supporting the Early Intervention and Prevention agenda – this job is about working with communities, groups and individuals in ways that work for them.

We want to build on the existing strengths and assets of people and communities and build up resilience, so they are better able to deal with the challenges they are facing. This job is about supporting communities to develop and deliver their own support activities, as well as providing the building blocks of advice, information and best practice to help them thrive.

This job will also help build the conditions and support in communities that provides more preventative approaches – meaning people get better outcomes without ever having to come in to contact with other services.

We want to forge a relationship between agencies children, young people, and families so that the emphasis of practice is on '*working with*', rather than doing things to them or for them. '*Working with*' involves high support and high challenge so that families have the support they need to find their own lasting solutions to the challenges they face and are equipped with the resilience to move forward successfully.

As a community coordinator you work as part of an Early Support team place based in a Family Hub (Families Together) area with designated community hubs which are based around families of schools. You will work in partnership with the designated hub lead for the respective community hub to develop and coordinate implementation and delivery plans for community projects, events and activities, working with partners to develop a programme of targeted community activities and events as identified.

This role is based within [Children and Families](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

The successful post holder will:

- Using a matrix management approach the post holder will report to the Early Support Manager working closely with the community hub leaders.
- Under the direction of the community hub lead and the Early Support Manager you will play a role in developing community hub area action plans, identify key priorities and produce a quarterly progress report for the community hub area. Your local knowledge and insight will be enhanced using data and market research.
- Be required to build and maintain relationships with schools in the community hub area working closely with those involved in the school community from head teachers and senior leadership teams to children and families to seek opportunities and develop activities to support them.
- Be required to work closely and build effective relationships with key partners to include elected members, ward councillors, council officers, partner agencies including voluntary and community sector providers, health providers, police, DWP and communities.
- Work with and use co productive approaches with service users, residents, and partners you will be required, to plan and coordinate the delivery of a range of good quality, inclusive community-based interventions which will help to secure better outcomes for children, young people, families, and communities preventing the need for more targeted or specialist interventions.
- Be required to organise, facilitate, coordinate and attend relevant community hub network meetings to connect with people, build relationships ensuring key organisations, children, young people, families, and communities are represented.
- Under the direction of and supported by the community hub leader and the Early support manager you will identify and assist in applying for small grants or funding opportunities attracting investment into communities, this may be to support small local community groups or local projects.
- Be required to develop your local knowledge of the respective community hub area to keep abreast of potential opportunities and provide an insight to partner organisations both internal and external to the council.
- Be required to support the organisation of community-based activities which may include school holiday activities or targeted activities for particular groups.
- Need to be a good communicator who is proactive, resilient, and flexible who can combine a passion for local communities, with a commitment to working alongside people, practitioners, and partners in very practical ways – always looking for creative local solutions that will enhance their participation in, and contribution to, their local community.
- Need excellent interpersonal skills required to effect positive change for children, young

people

- Be responsible for raising awareness to children, young people, families, and communities of the Early Support Families Together offer to include community hub offer using different avenues like social media, websites, or printed materials.
- Adhere to and understand local and national safeguarding procedures ensuring that safeguarding risk is managed proportionately to include contextual safeguarding. Using anecdotal information and local intelligence share with relevant agencies to enable a quick response to emerging safeguarding issues.

Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Experience of working or volunteering within a community environment.	Essential
Experience of working with a restorative approach focusing on the assets of individuals and communities	Essential
Experience of multi-agency partnership working	Essential
Knowledge and understanding of child development across the 0-19 (25) age range and an understanding of how adverse life events can affect children and families	Desirable
Effective communication, presentation, and facilitation skills.	Essential
Ability to communicate effectively at all levels including with children, young people, parents, partners, and other agencies.	Essential
Able to build and maintain effective working relationships with partners both internally and externally to the organisation e.g. other council services, businesses, community, and voluntary sectors	Essential
Experience of working in partnership with families, schools, and communities and able to engage with them effectively	Essential
Able to identify potential partnerships and work proactively together to achieve improved outcomes for children, young people families and communities	Essential
Assessment and problem-solving skills based on a clear understanding of issues facing children, young people, families and communities	Essential
Relevant experience of delivery of high-quality early support services working with children, young people, and families with multiple vulnerabilities with a good understanding of diverse communities.	Essential
A good working knowledge of relevant safeguarding legislation and procedures.	Essential
Willing to undertake continued training and development	Essential
Effective written and oral communication skills and proficient use of IT packages, word, excel, databases.	Essential
Good organisational skills to prioritise and organise workload	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
Willingness to flexibly work evenings and weekends	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2

Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category	Early Support	Grading ID	65250
Job ID	TBC	Last Updated	Nov 2021
Job Focus	N/a	Career Progression	N/a

Contractual Variants

DBS Category	Adults and children	DBS Type	Enhanced and barred
Health Check	N/a	Politically Restricted	N/a
24/7 working	N/a	Public Holidays	N/a
Night Working	N/a	Alternating Pattern	N/a
Standby	N/a	Other	N/a
Checked by HR	D Nicolaides		