

## **JOB DESCRIPTION**

<b>Job title:</b>	Parenting Programme Facilitator
<b>Service:</b>	Planning Together for Children
<b>Salary:</b>	£13.65 per hour
<b>Hours:</b>	Variable – a choice of weekdays, evenings, school hours and weekends
<b>Location:</b>	Based in Sussex, Surrey, Berkshire, West Yorkshire, Liverpool, Cheshire or South Yorkshire only – remote work with occasional community based work in these areas (closest to you).
<b>Responsible to:</b>	Operational Coordinator

### **Summary of job:**

Family Action is an established provider of Planning Together for Children (formerly Separated Parents Information Programme). It is delivered in 3 parts to parents and care givers who are going through separation which in the majority of cases are being overseen by the family courts:

- An E Learning course-completed by the parent independently
- A 2.5 hour group session delivered by a Level 4 qualified facilitator. The majority of these are delivered remotely, but some are delivered in the community on a 1-2-1 basis. We run approximately 25 courses each week, all holding a maximum of 6 participants.
- A follow up impact survey which is completed by 25% of those who have attended and completed both of the above.

Planning Together for Children is commissioned by Cafcass and Family Action is a subcontractor for Action for Children and delivers a significant amount of the contracts national provision.

### **Key tasks and responsibilities:**

1. To deliver the Planning Together for Children group sessions online via Zoom and occasionally to individuals or small groups in community settings.
2. In co-operation with the wider team, maintain policy and guidelines for the running of the service within the context of Family Action's Policies and Procedures, Local Authority Safeguarding Guidelines and current Social Care Legislation
3. To work with the service specifications of the Cafcass Planning Together for Children service.
4. To provide parenting support and signposting to resident and non-resident parents or care givers and on occasion to other family members who access the programme.
5. To support the development and implementation of quality assurance processes, including observations of practice, recording, evaluating and impact which supports a culture of continuous improvement.

6. To ensure positive stakeholder relationships are maintained and where possible extended through positively welcoming observations of practice by professionals who may come from a variety of settings including Action for children, Cafcass, Mediation and Legal or Court based services.
7. To carry out routine administration duties including reporting of attendances and ensuring quality assurance processes are followed..
8. To contribute to the collection and analysis of information including contacting parents to gain feedback and impact information.
9. To be responsible for submitting timesheets and expenses if appropriate and to be part of any ongoing research or development work undertaken by the team.
10. To maintain confidential and accurate records and use secure systems appropriately, including IN-FORM and other databases. Adhere to confidentiality, information sharing protocols and assessment processes.
11. To participate in supervision and training and to attend team and central staff meetings.
12. To ensure an understanding ( appropriate to your role ) of, and comply with Family Action's policy and procedures for promoting and safeguarding the welfare of children and vulnerable adults.
13. To keep accurate records of work and adhere to confidentiality and data sharing policies and procedures.
14. To comply with Family Action's Health and Safety policy, ensuring the protection of your own and other's health, safety and welfare.
15. To ensure the implementation of Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
16. Work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.
17. Be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
  - Being **people** focused
  - Reflecting a '**can do**' approach
  - Striving for **excellence** in everything we do
  - Having **mutual respect** for everyone we work with, work for and support through our services

### **Person Specification – Parenting Programme Facilitator (PTFC)**

1. To hold a relevant train the trainer qualification at Level 4 status ie Level 4 certificate in education and training or equivalent – **this is an essential requirement.**
2. Experience and knowledge of delivering group programmes to parents preferably including remote delivery.
3. An understanding of parenting programme evaluation techniques and the measurement of impact.

4. Experience of working with families that are in conflict and in particular in which divorce, separation and or domestic abuse/inter partner violence have been presenting factors (for example in social care, healthcare, education and childcare settings).
5. Experience and understanding of the Family Justice Courts and related work is desirable.
6. A comprehensive understanding of policies and procedures relating to the safeguarding of children, young people and vulnerable adults and a willingness to continually update and apply knowledge.
7. Ability to focus on prioritising the safety and well being of children and young people within the family, whilst responding to the whole family's needs coupled with an understanding of when to escalate and take advice over identified concerns.
8. An understanding of how to manage conflict and the possession of good communication and interpersonal skills with excellent verbal, written, negotiating and influencing skills.
9. A good understanding of virtual delivery via Zoom, Windows and Microsoft packages including Word, Excel, Email and Power Point, Sharepoint and Databases
10. Excellent organisational skills and experience of maintaining administrative systems.
11. A team player who is also capable of working independently and flexibly
12. Ability to keep accurate records that can be used to inform practice and service development
13. A commitment to equal opportunities and an understanding of the impact of deprivation and discrimination on communities, families and individuals.
14. To have an understanding of confidentiality, data protection and similar policies and protocols and the ability to comply with them.
15. To be flexible and be willing to carry out any other reasonable duties as required. The post is likely to require you to work out of community settings as well as provide virtual delivery.
16. Access to a laptop with a stable internet connection.
17. A full driving licence and access to a car is desirable for community based work.