

**Role Title:** Project Support Officer (Families First)

**Salary:** PO1

**Location:** Sir Henry Mitchell House, Bradford

**Report to:** Programme Lead

## About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

**Our vision:** For all children and young people in Bradford to be safe and able to realise their full potential.

**Our purpose:** To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

The **Families First Reform** is a national transformation initiative aimed at rebalancing children's social care in England towards earlier, more integrated support for families. It introduces a new Family Help service, strengthens multi-agency child protection through dedicated teams, and embeds Family Group Decision Making as a statutory offer before care proceedings. Backed by significant government investment, the reform seeks to reduce reliance on crisis intervention, keep families together safely, and ensure children receive the right help at the right time from a coordinated network of professionals.

## Job Overview

As a Project Support Officer, you will play a pivotal role in supporting delivery of projects within the Families First Partnership Programme in Bradford. You will be a part of a new project team specifically set up to deliver the key requirements of Families First; working alongside Family Help Lead Practitioners, Multi-Agency Child Protection Teams and strategic safeguarding partners to ensure seamless delivery of reforms that help families stay together and thrive.

The postholder will demonstrate a self-starting, focused approach to improving the lives of children, young people and families. You will have a passion for supporting on designing services, developing new strategies and a passion for engaging with key stakeholders in order to support the development of an innovative service that meets needs. Above all you will work collaboratively with professionals, whilst maintaining sight of key priorities and deliverables.



You will do this by:

- Supporting the Programme Manager and service leads on projects and transformation activity in scope of Families First to improve outcomes for children, young people and families.
- Supporting the development, planning, mobilisation, monitoring and controls of projects, proactively mitigating risks, tracking and reporting on progress and impact, communications and identifying and recording lessons learnt using project management knowledge to collaborate and support Trust colleagues.
- Having experience, knowledge and excellent skills either in supporting transformation, projects, social care practice improvement, change management, performance management, or quality assurance.

### Main Duties and Responsibilities

- Actively support the Programme Manager and Senior Responsible Officer in the delivery of agreed programmes / projects, workstreams and focused areas of work relating to the Families First reform.
- Assist with scoping projects and other relevant project management techniques to support the development of deliverable plans, including considering resource requirements, benefits, quality and risks.
- Support the development of project documentation including business cases and bids to deliver effective services against changing demands and external challenge through efficiencies and service improvement.
- Collate and analyse information to draft reports that highlight evidence of progress, transformation / improvement and impact for various audiences and platforms including senior leaders and partners.
- Research, horizon scan and share best practice; ensuring lessons learned are captured and shared.
- Support stakeholder management including liaising with staff and managers within all areas of the Trust and numerous diverse partners throughout the district.
- Co-ordinate the work of individuals, both internally within the Trust and Partners across the system, assigned to Families First projects or related work.
- Solve problems in a measured and creative way, assessing tasks and issues alongside colleagues, and proactively identifying and undertaking activities that are of benefit to the Trust, including contingency planning to ensure confidence in its implementation.
- Support with the development of protocols, strategies and other documentation linked to the implementation of Families First reforms, Early Help & Prevention in Bradford.
- Promote and uphold the Trust's Visions and Values which ensures best practice through clear, consistent internal and external communications in a fair and open environment.
- Undertake other duties commensurate to the nature and level of the post at initial place of work or any other venue.



## About You

We are looking for applicants who can demonstrate that they meet the following requirements:

### Education

- Qualified to NVQ / Diploma level 4 in Project Management or project management qualification e.g. PRINCE 2. and / or proven experience in end-to-end project, or discreet complex work package, delivery.

### Experience

- Understanding of project management frameworks and methodologies.
- Knowledge of children's services practice and/or transformation within other public sector settings.
- Supporting projects through scoping, planning, process testing, change implementation, implementation, reviewing and benefits realisation – initiation to completion.
- Strong team player who can work both independently and collaboratively and is able to work operationally to progress competing and changing demands and priorities.
- Excellent communication, interpersonal, and stakeholder management skills and actively involves and works with others in the scoping and planning process.
- Support in the identification of risks and establishing appropriate strategies to mitigate against them.
- Use of specialist ICT systems, including project management systems.
- Analytical skills, enabling data and evidence-based solutions to be identified and implemented e.g. finance, risk, value for money, productivity and quantitative data.
- Uses, interprets, analyses, communicates complex numerical information to draft reports and papers for various audiences.
- Support in project documentation development, collaboration and management ensuring all relevant documentation is in place and up to date.
- Significant experience in a similar role within the public sector or similar organisation.

## *Safeguarding Responsibilities*

*Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.*

*Successful applicants will be required to complete the relevant safeguarding checks. A DBS check will be requested.*

*We are an equal opportunities employer.*

