
CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Children's Services	SERVICE GROUP:
POST TITLE: Family Time Coordinator	REPORTS TO: Family Time Team Manager
GRADE: PO1 – Subject to grading	SAP POSITION NUMBER :

The following information is furnished to help Bradford Children's and Families Trust staff and those people considering joining the Trust to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

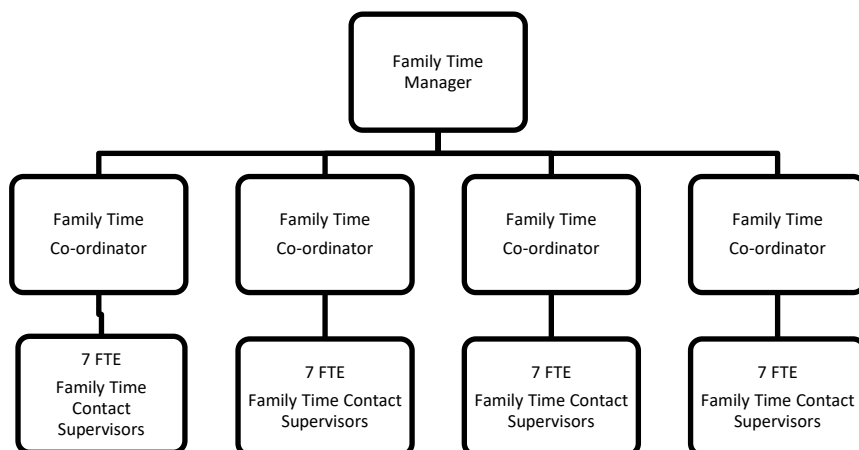
Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

Key Purpose of Post:
<ul style="list-style-type: none">• To support the Team Manager with the day to day running, functioning and development of the District Wide Family Time team. Ensuring the highest standard of service is provided to front line teams who refer into the service and for the children and families the service work with.• To support the development and facilitation of supervised contact services according to departmental policies, procedures and guidelines always ensuring that-Bradford's Safeguarding Policies and Procedures are adhered to, and concerns are raised in accordance with these policies.• To support the Team Manager to ensure that services are planned and delivered in a way that maximizes participation and reflects Children Rights in relation to the way that children, young people and families are worked with.

Main Responsibilities of Post:

- To assist the Team Manager in overseeing the development of the processes and procedures that support the functions of the Family Time team.
- To be responsible for the day-to-day management and supervision of Family Time Contact Supervisors within the team. To support the Team Manager with recruitment and selection, leading, coaching, motivating, supporting, and challenging staff and to be responsible for your own, and their professional development through formal and informal, individual and group supervision, appraisal and undertaking training needs assessments as necessary.
- To be organised and able to prioritise and manage your own workload in a creative and flexible way ensuring that statutory requirements are met.
- To develop positive working relationships with Foster Carers and colleagues from a range of partner organisations, including Children's Social Care, the Family Courts, and legal services.
- To undertake in-service audits, using this information to share learning from these with the wider team and create development plans, this may involve liaising with external training sessions if necessary.
- To support and oversee the quality assurance of recordings, reports, and assessments.
- To observe, critically reflect on situations and where necessary offer appropriate challenge to colleagues and families accessing the service making evidence-based child focused decisions, in complex situations on behalf of the Trust and to support others in developing these skills.
- Promote positive approaches to diversity and identity within the team and across the department, providing guidance and challenge as required. Implementing policy developments and decision-making in line with the overall Service.
- To implement the departmental policies, procedures and guidelines as directed by the Service Manager and Head of Service.
- To participate in training, study and research projects aimed at professional and service development.
- Support the Team Manager with responsibilities for the monitoring and control of the team staffing budget as directed by the Service Manager.
- To work with the Team Manager and HR services to develop and maintain a staff bank for casual contracts.
- To ensure the quality of the Family Time service is of a high standard and meets departmental policies and guidelines, including being sensitive to the diversity of needs across the district.
- To undertake such other duties as may be required, provided they fall within the range and scope of the duties of the post as set out in the preceding paragraphs and are commensurate with the grade of the post.
- To comply and implement the requirements of the Council's health and safety policies and procedure.

Structure:



Special Knowledge Requirement: Will be used for shortlisting. Max 10

Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.

	Essential
Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced threshold level which will be implemented where the post requires a greater level of sensitive interaction with the public, (e.g. in children's centre's) – where the person is able to demonstrate that they can during the interview: a) Can express themselves fluently and spontaneously, almost effortlessly b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language	X
Carries out the working practices, procedures, and basic operations across Children's Social Care	X
Understands and applies health and safety working practices, including risk in own area of work and or across other areas of work	X
Uses a range of specialist ICT systems across own work area and / or across other areas of work. primarily, ICS, CIVICA and Microsoft Office.	X
Supports or contributes to the management of a budget, keeping costs within agreed levels for own section/team.	X
Knows and understands how to analyse, interpret and present complex information from a variety of sources	X
Embeds a culture of continuous improvement and quality	X

Effectively communicates and engages with individuals and groups	X
Able to solve operational problems using a standard process/approach	X
Has a good working knowledge of legislation and procedures relevant to children's social care.	X
Working professionally with service users from ethnic minority groups.	X
Relevant experience requirement: Will be used for shortlisting	
The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the advanced threshold level outlined under Special Knowledge above.	
Minimum of 3 years experience of working with children, young people and parents in a professional context. To have a knowledge of Family Time. Experience of working with all service user groups and with service users from the minority ethnic groups.	
Experience of supervising staff, students or volunteers.	
Experience of interpreting and applying safeguarding information relating to children and / or to adult services.	
Experience of child protection and childcare work and issues arising.	
Relevant professional qualifications requirement: Will be used for shortlisting	
NVQ 4 (prior to 2011) or Diploma 5 in Health & Social Care or Children & Young People or equivalent (e.g. relevant degree, Dip SW, RGN, Teaching, Youth and Community etc) as specified by the service. Equivalent must include work based assessed competencies working with children and families.	
NVQ 3 Health & Social Care or Children & Young People or equivalent and a willingness to study towards Diploma 5 in Health & Social Care or Children & Young People or equivalent	
Core Employee competencies at manager level to be used at the interview stage.	
Carries Out Performance Management – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately and at a high standard	
Communicates Effectively - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.	
Carries Out Effective Decision Making - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.	
Undertakes Structured Problem Solving Activity - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.	
Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.	

Management Competencies: to be used at the interview stage.		
Operates with Strategic Awareness Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.		
Practices Appropriate Leadership Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.		
Delivering Successful Performance Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.		
Applying Project and Programme Management Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.		
Developing High Performing People and Teams Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.		
Working Conditions:		
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.		
Must be able to work in family homes and in the community, with a degree of autonomy.		
Must be able to work evenings, weekends and bank holidays as required by the needs of the service.		
Must be able to travel between across the Bradford district and further when and if required by the service		
Special Conditions:		
No contra-indications of personal background or criminal record indicating unsuitability to work with children, young people and vulnerable adults. Enhanced DBS check required.		
The post-holder is required to have a useable car available at all times of as advised by the line manager. The post is designated Casual Class 1 Car User status for the better performance of the duties for which HMRC mileage rate is payable.		
Disbursement of cash on occasions, access to confidential information, case records and Files.		
Responsible for resources and equipment used keys to buildings, computer and mobile Phone.		
Compiled by: SA	Grade Assessment	Post Grade: PO1 subject to
Date: 04/01/2024	Date:	grading