

Role Title: Family Time Coordinator

Salary: PO1

Location: Owlet Family Centre / BFFC

Report to: Family Time Team Manager

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.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

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.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

Job Overview

- 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 Duties and Responsibilities

- 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.



About You

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

Education

- 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.

Experience

- 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.
- 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.

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.



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. An DBS check might be requested.

We are an equal opportunities employer.

