



JOB DESCRIPTION

Post:	Children and Families Development Worker
Salary:	£27,668
Location:	Sefton CVS Office Burlington House, Crosby Road North, Waterloo
Line Management:	Deputy Chief Executive

Job Purpose

- To support the co-ordination of the Every Child Matters Forum as a vehicle for multi-agency working within the Borough.
- To increase the role and contribution the voluntary & community sector have in service planning, policy development and consultation.
- To co-ordinate, develop and facilitate the SEAS Consortium.

Leadership:

The post holder must demonstrate the following leadership competencies.

- Provide clear direction based upon the values of Sefton CVS.
- Lead and manage change focusing on excellence.
- Lead people and performance, working corporately as well as collaboratively with partners.
- Communicate effectively across the sector, both orally and in writing.
- Develop self and others.
- Personal resilience.

Behaviours

The post holder must demonstrate the following behaviours:

- Provide support with a view to improving quality.
- Provide appropriate and constructive challenge.
- Create a culture that looks for understanding and solutions.
- Visibly and positively respect and value the sector and staff.
- Communicate a consistent and clear message to all.
- Respect, listen to and value others views.
- Maintain a customer focus with a relentless pursuit of excellent outcomes.
- Have collective integrity and responsibility.
- Endeavour to improve outcomes for the communities of Sefton.

Main Duties:

- Work with the Policy and Impact Officer to interpret policy documents, prepare relevant reports and summaries and ensure that information is disseminated widely.
- To facilitate the Every Child Matters Forum by preparing agendas and papers in conjunction with members of the Steering Group.
- To promote and facilitate partnership work, ensuring the voluntary and community sector is involved at all levels of current and future activities.
- Where appropriate, to represent the Every Child Matters Forum on working groups and partnerships.
- Working with the Sefton CVS Locality Teams, to support the capacity of the voluntary and community sector to comply with emerging policies and practices around contract compliances.
- To support the development of a training and support programme for voluntary and community organisations delivering services for children and young people including Safeguarding.
- To promote the work of the voluntary and community sector in delivering services for children, young people and families.

- Provide Supervision, Line Management and Guidance to the Young Advisor Lead.
- To attend training courses and conferences as required.
- To undertake other duties as may be reasonably required within the general terms of the job description.

Equal Opportunities

To be committed to equal opportunity principles and to comply with the managing agency's policies and procedures relating to equal opportunities.

Confidentiality

To maintain confidentiality of all information and records relating to the work of the project and Sefton CVS.

General

To participate in staff development, to use all relevant learning opportunities to improve personal skills.

Hours of Work

35 hours per week.

The post-holder must be prepared to work flexible hours, in line with the requirements of the post. This may involve some evening and occasional weekend work, for which time off in lieu will be granted, subject to Sefton CVS's policies and procedures and prior agreement with the line-manager.

The post-holder will be expected to adopt a mature and common-sense approach to this arrangement.

Management Arrangements

The post-holder will be employed by Sefton Council for Voluntary Service and be line-managed by Deputy Chief Executive.

This job description is intended as an outline of the general areas of activity and responsibility for the post holder and may be amended in light of the changing needs of CVS.

General

The post-holder will be required to participate in staff development and use all relevant learning opportunities to improve personal skills.

The post-holder will be required to confirm their eligibility to work in the UK in order to comply with employment legislation.

Where the job involves engaging in regulated activity, the successful candidate will be required to undergo a Disclosure and Barring Service (CRB) enhanced check before appointment is confirmed.

Confidentiality

The post-holder must maintain the confidentiality of all information and records relating to the work of Sefton CVS, in accordance with the organisation's procedures and policies.

Hours of Work

The post-holder must be prepared to work flexible hours, in line with the requirements of the post. This may involve some evening and occasional weekend work, for which time off in lieu will be granted, subject to Sefton CVS's policies and procedures and prior agreement with the line-manager. The post-holder will be expected to adopt a mature and common sense approach to this arrangement.

Pension

A Group Pension scheme is in operation and Sefton CVS contributes 6% on behalf of all employees who have opted to join the scheme. All employees are also automatically entitled to Income Protection insurance and Life Assurance cover for the duration of their contract.

Annual Leave & Public Holidays

The annual leave entitlement is 26 days leave plus normal Bank & Public Holidays. The organisation reserves the right to close over the Christmas period. Employees are required to reserve the required amount of their holiday entitlement to cover these days.

Travel & Other Expenses

Reasonable expenses incurred in the course of duty will be reimbursed on receipt of a completed Sefton CVS Expenses Claim Form.

Equal Opportunities

Sefton CVS operates an equal opportunities policy and is committed to a programme of action to make this policy effective.

Although every attempt is made to meet the access needs of disabled people, it cannot always be guaranteed that every individual need will be met. For example, it may be necessary for the post-holder to attend meetings in buildings outside the normal project base where unimpaired access to such premises cannot be guaranteed.

Sefton CVS will work with individuals and others, where appropriate, to identify what reasonable adjustments can be made to accommodate access needs.

Navajo Charter Mark (LGBTI)

Sefton CVS is committed to being a Lesbian, Gay, Bisexual, Transgender, Intersex (LGBTI) friendly employer and provider of services.



In recognition of this, we were awarded the Navajo Charter Mark in 2012 for the steps we have undertaken to improve, and ensure the continued improvement of, our employment practices, service design, service delivery and access for LGBTI people within our communities.

Sefton CVS actively welcome people from LGBTI communities to apply for our job vacancies.

Disability Confident Employer

Sefton CVS have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment, retention and career development of disabled people.



What we mean by disability: The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Guaranteed Interview: The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job.



Sefton CVS

Supporting Local Communities

PERSON SPECIFICATION

Assessment Methods Key:

AF –Application Form

C – Certificates

I – Interview

P - Presentation

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
1. <u>Qualification:</u> Degree or equivalent level of qualification or work experience	D	
2. <u>Experience:</u>		
Experience of working within the voluntary, community and faith at a senior level	E	AF/I
A track record or capability of working effectively and in co-operation and partnership with a wide range of communities, partner agencies, private sector providers, public agencies, voluntary bodies and statutory authorities.	E	AF/I
Experience of developing and delivering training courses	E	AF/I
3. <u>Ability, Skills & Knowledge</u>		
A understanding of the Children Act and Children's Safeguarding Arrangements	E	AF/I/P

Knowledge and understanding of Children's Emotional Health and Well-being and Child and Adolescent Mental Health services (CAHMS)	E	AF/I/P
. The ability to lead and facilitate partnership working, negotiating and communicating with the sector to bring them together as a cohesive group	E	AF/I/P
Ability to analyse complex issues and adopt a creative approach to problem solving and service delivery in challenging circumstances and with competing priorities	D	AF/I/P
IT literate and ability to use Microsoft Office 2010	E	AF/I
4. <u>Personal Style and Behaviour</u>		
Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the population	E	AF /I
The ability to respond to constructive challenge, not be discouraged and to remain motivated and enthusiastic.	E	AF/I
An inclusive team worker who fosters partnerships, works collaboratively across boundaries and achieves results through others. Demonstrates and promotes openness, trust and respect.	E	AF/I
Desire and ability to proceed by consultation and engagement. Utilising influence with stakeholders	E	AF/I/P
High degree of probity and integrity.	E	AF/I
Quality orientated and a commitment to continuous improvement.	E	AF/I

Act as a role model for others demonstrating a “can do” attitude and promoting positive challenge.	E	AF/I/P
Evidence of the skills required to promote innovation for the benefit of the Sefton community	E	AF/I/P