

Job Profile

Position Details	
Post	Parent Champion Co-Ordinator
Service Area	Adult and Health, Commissioning Unit, Early Help Commissioning
Reports to	Childcare Sufficiency Manager
Responsible for	Parent Champion Volunteers, Additional staff (as required)
Grade	PO2
Job Family	To be completed by HR

Role Purpose
<ol style="list-style-type: none"> 1. To have responsibility for the coordination of the Early Years and Connecting Communities Parent Champion Scheme in Haringey. 2. To manage the development, delivery and evaluation of the Parent Champion Scheme, taking responsibility for the coordination of the project and working towards agreed outcomes.
Main Responsibilities
<u>Project Delivery</u> <ol style="list-style-type: none"> 1. Work in partnership with children's centres, schools, early years PVI providers and other partner organisations to promote the parent champion project and put in place an operational plan to achieve the outcomes agreed as part of projects to deliver increased participation in early education across the borough. 2. Lead on the engagement, recruitment and training of Parent Champions. 3. To offer group support to volunteer parent champions, sign posting to relevant additional support and training required. 4. Ensure the parent champion project contributes to increased participation in the free early education. 5. Develop and implement policies relating to the recruitment and management of volunteers, in line with best practice advocated by Greater London Volunteer Management Charter. 6. Recruit volunteers to the scheme. 7. With guidance from HR, ensure appropriate vetting checks are undertaken and up to date for all volunteers. 8. Working with colleagues in the Early Help Commissioning service, plan a range of volunteering opportunities for Parent Champions. 9. To develop, run and review inductions, training programmes, tasters and information events. <u>Monitoring and Evaluation</u> <ol style="list-style-type: none"> 10. Responsible for the overall monitoring of Parent Champions' engagement of target parents and for making timely interventions to keep the project on track. 11. Develop and monitor pathways for Parent Champions, including signposting and progression opportunities for personal and vocational development. 12. Responsible for the collection and collation of data for reporting within Haringey and externally to partners, such as the Family and Daycare Trust.

13. Manage the project budget, if relevant, ensuring that expenditure is in line with the project proposal.
14. Lead on the on-going and final evaluation of the project ensuring that families and champions complete the necessary monitoring and evaluation paperwork.

Safeguarding and working with vulnerable families

15. Develop strategies to support and maintain the engagement of vulnerable families and children's centre services.
16. Act as a central point for referrals, internal and external, including liaison with key agencies in Haringey.
17. To attend relevant training and meetings as required.

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensure compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Councils' Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To work flexible hours including evenings and weekends when required.
5. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Qualifications	
Degree or equivalent	Essential
Knowledge & Experience	
Experience of working with, and delivering training to groups of volunteers	Essential
Experience of supervising and supporting others within a professional context	Essential
Knowledge of the barriers to engagement with services experienced by parents, carers and potential volunteers and motivations and strategies to overcome those barriers	Essential
Previous experience of project and budget management	Essential
Experience of setting up systems for evaluation and the monitoring and analysing data	Essential
Experience of working in partnership with parents and providers in developing services to support parents from disadvantage backgrounds	Essential
Sound undertaking of volunteering and establishing a safe, effective framework for the recruitment, development and transition-planning for volunteers	Essential
Through understanding of the legislative framework around Equalities and volunteering	Essential
Able to demonstrate knowledge of health and safety, equality and diversity and safeguarding as appropriate to the post.	Essential
Skills & Abilities	

Excellent interpersonal skills and the ability to liaise effectively with a wide range of internal and external contacts	Essential
Excellent communication skills, including the ability to present and write reports appropriate to the audience	Essential
Ability to support and enable people from a wide range of backgrounds, skills, education, work and life experience to fulfil their potential	Essential
Excellent organisational skills and ability to work on own initiative and meet deadlines	Essential
Enthusiastic and willing to work flexible	Essential

Main Contacts & Other Information
<p><u>Main Contacts:</u> Internal council department – regeneration and economic development – Children & Young People Service – Social Care & Early Help – HALS – recreation & Libraries – Public Health Commissioned Children’s Centres Midwifery Service Health Visiting teams Employment Support Providers Voluntary Sector Further education Organisations FIS Teams in other Local Authorities</p> <p><u>Other Information:</u> This position requires the postholder to undergo an enhanced DBS (Disclosure and Barring Service) check.</p>

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
	x		X - volunteers	
Are the staff based at the same work location?				No
Will the post holder be responsible for contract / agency / project staff?				No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes		Use of a computer.	Yes	
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	Yes		Manual handling.	Yes	
Working alone or in isolation.	No		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	Yes	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	
Working shifts/unsocial hours/nights.	Yes		Working at heights/on ladders, roof work.	No	
Teaching, or responsibility for children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
Responsible for publicity and promotional material stored in the office
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
None
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
none
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
none
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
Estart and Servelec Synergy systems user
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
none