

# Job Profile

Position Details	
Post	Pause Practice Co-ordinator
Service Area	Children's Services
Reports to	Pause Practice Lead
Grade	SO1
Job Family	Children's Services

Role Purpose
To provide administrative support to Pause Haringey to ensure the smooth running of the programme.

Main Responsibilities
<ol style="list-style-type: none"> <li>1. Receiving and coordinating incoming correspondence and telephone calls quickly and efficiently and ensuring team members are kept informed promptly and appropriately;</li> <li>2. Coordination of meetings and events throughout the year including team meetings, training sessions, supervision and administering the Local Pause Board;</li> <li>3. Event management, including; sourcing venues, managing invites, coordinating the agenda, distributing papers and material, making travel arrangements, taking accurate and confidential minutes, and other associated tasks;</li> <li>4. Supporting the team to provide timely submission of succinct and quality information as required for Pause and other relevant organisations and forums;</li> <li>5. Developing, maintaining and regularly updating internal systems , both manual and IT, that support and enhance the work of the Pause Haringey team;</li> <li>6. Assisting the development of effective systems for financial management of the women's resource across the service area;</li> <li>7. General office management, including responsibility for health and safety and working closely with the Practice Lead on maintaining an accurate record of the team's whereabouts, including lone working, leave and other absence arrangements.</li> </ol>

Generic Responsibilities
<ol style="list-style-type: none"> <li>1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.</li> </ol>

2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<p>Relevant professional qualification and/or experience e.g. nursing, social work, mental health, education, criminal justice, youth work,, therapeutic practice, counselling, criminal justice or equivalent;</p> <ul style="list-style-type: none"> <li>•Professional registration (if appropriate);</li> <li>•Evidence of continuing professional development;</li> <li>•A satisfactory Disclosure and Barring check (DBS) enhanced level.</li> </ul>	<p>E E E</p>
<p>Experience and knowledge:</p> <ul style="list-style-type: none"> <li>•Experience of working with families/individuals who present with a range of complex needs (mental health challenges, drug and alcohol misuse, domestic violence) and demonstrate an ability to create rapport and build effective relationships;</li> <li>•Experience of case management including assessments, care planning and reviews with clients with complex needs;</li> <li>•Knowledge and understanding of a range of evidence-based approaches including systemic practice, social learning theory, attachment and loss, relationship and strength based interventions;</li> <li>•Knowledge of adult safeguarding, childcare legislation, local Child Protection Procedures, and an understanding of child development, parenting capacity and risk and protective factors.</li> </ul>	<p>E  E  E  E  E</p>
<p>Skills:</p> <ul style="list-style-type: none"> <li>•Able to summarise and evaluate complex assessment information and use this to develop and implement effective interventions;</li> <li>•Able to build reflective, supportive, and outcome-focused relationships with Pause women, whilst maintaining boundaries;</li> <li>•Able to influence and inspire across professional disciplines using evidence and practice to improve outcomes for Pause women;</li> <li>•Able to challenge, negotiate, advocate and collaborate as part of the role of supporting women;</li> <li>•Able to write clear and concise records and reports;</li> <li>•Able to reflect on your own practice and identify and implement continuing opportunities for development;</li> <li>•Demonstrates an effective level of consultative, interpersonal, communication and negotiation skills including the ability to deal with complex issues in a sensitive and appropriate manner;</li> <li>•The necessary computer literacy skills to produce good quality information in a variety of formats.</li> </ul>	<p>E E E E E  E</p>

### Main Contacts & Other Information

#### Main Contacts:

Service Users  
Internal Stakeholders

#### Other Information:

This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.

### Organisational Structure

This role reports into the Pause Practice Lead who then reports into the HOS.

### 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				
Are the staff based at the same work location?				Yes
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	90	Use of a computer.	Yes	90
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	No		Manual handling.	No	
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.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		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:

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**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:

**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:

**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:

**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:

**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: