

## JOB DESCRIPTION

<b>Position:</b>	Programme Lead - Dads and Partners, P2P and Safeguarding
<b>Hours:</b>	28 hours a week
<b>Salary:</b>	£30k per annum (FTE £40,178)
<b>Place of work:</b>	Hybrid (remote and in person when required)
<b>Reports to:</b>	CEO

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**Staff have an individual responsibility to safeguard and promote the welfare of all children and adults at risk; to be an advocate for their rights, to be listened to and to be safe**

### Summary of Purpose

To lead the development and delivery of the Essex-wide Perinatal Mental Health Peer Support Link Worker programme and the associated Dads and Partners programme, ensuring high standards and evidence-based practice that enables peer supporters to deliver their roles effectively.

### Key Accountabilities

1. Lead development and delivery of the Dads and Partners and P2P programmes, ensuring high standards and evidence-based practice.
  2. Monitor, review and report on programme performance and outcomes.
  3. Line management of Dads and Partners Co-ordinator and Peer Support Link Workers.
  4. Risk assessment and safeguarding.
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1. **Lead development and delivery of the programmes ensuring high standards and evidence-based practice**
    - Maintain an overview of all elements of the programmes, using the Parents 1<sup>st</sup> UK platform practice guides to ensure evidence-based and efficient development and delivery.
    - Review and allocation of the P2P referrals, working with a range of professionals to ensure that the referral meets the programmes' criteria, and that staff are safe in their practice, particularly with complex cases.
    - Ensure a high standard of governance including recommendations for updates to policies and procedures where required.
    - Work closely with the Programme Lead – PPBB, Training and Volunteers where required to enhance the delivery of programmes of work and the skills within our staff and volunteer groups.
    - Support staff to disseminate up to date and evidence-based resources suitable for families in disadvantaged communities.
    - Develop and maintain effective and collaborative relationships at operational and strategic levels with partner agencies.
    - Create and deliver quality presentations to practitioners, senior managers, funders, and commissioners, as required.
    - Joint working with partners to identify gaps in provision and potential development of appropriate services for vulnerable families across the Essex locality, working collaboratively with the CEO.

- Identify prospective partners for joint funding opportunities for the sustainability of the charity, in support of the CEO who will lead on partnership development.
- Networking with a wide range of professionals to promote the organisation and identify opportunities for future joint working and service delivery, in support of the CEO.

## **2. Monitor, review, and report on programme performance and outcomes**

- Review the quality of support offered to parents and volunteers with the programme team including regular reflection on database reports and target setting to continuously improve programme delivery.
- Monitor team performance against outputs and key performance indicators (KPI's) working closely with the Parents 1<sup>st</sup> CEO, and taking actions as appropriate.
- Production of timely monitoring and evaluation reports for funders and in support of the Parents 1<sup>st</sup> CEO cycle of progress reporting to the Board and stakeholders.

## **3. Reflective supervision and line management**

- Ensure regular, high quality staff supervision that effectively reviews the progress of peer support being delivered to vulnerable parents ensuring it is:
  - Strengths based, solution focused, promotes behaviour change and avoids dependency
  - Facilitated, monitored, and recorded appropriately
- Line management of the Peer Support Link Workers and Dads and Partners Coordinator including regular one-to-ones, annual appraisals and management of HR issues (prior to any escalation required in line with Parents 1<sup>st</sup> policies and procedures).
- Delivery of Reflective Practice to all staff teams across Essex (6 Teams).
- Where required, undertaking recruitment to role vacancies, including shortlisting, interviewing and induction of new staff.
- Support staff to complete their AAL Level 3 Peer Support Qualification in timely manner.

## **4. Risk assessment and safeguarding**

- Manage risk assessment processes across the programme taking responsibility for actions needed.
- Respond to concerns raised by the team about children and adults at risk and provide safeguarding leadership to the programme.
- Ensure efficient and appropriate information sharing with other agencies in relation to safeguarding.
- Organise regular safeguarding supervision sessions (minimum 4-monthly), recording and monitoring identified actions.
- Ensure programme staff and volunteers comply with Parents 1<sup>st</sup> data protection, safeguarding and record keeping policies and procedures.
- Support other Managers to review and maintain the Safeguarding Log, discussing complex cases and reviewing progress. Responsible for escalation of cases, where appropriate, and staff debriefing and support with all safeguarding issues.
- Reporting to CEO and stakeholders in order to manage complex cases collaboratively, where required.
- Work collaboratively with the CEO in maintenance of accurate and up-to-date operational risk registers.
- Oversight of the Lone Working App in line with Health & Safety requirements of the charity.

## **Other Duties**

- Keep up to date with relevant research, developments, and publications locally and nationally in relation to issues concerning pregnancy, birth, early years and peer support
- Undertake regular training to maintain the skills and knowledge necessary for the post

- Compliance with relevant policies and procedures, relating to all areas, including Child Safeguarding and Vulnerable Adults, Equal Opportunities, Health & Safety and other relevant areas.
- Any other duties which may be required which are commensurate with the responsibilities of the post.

### **General**

The duties and responsibilities in this job description are not exhaustive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

This job description will be reviewed from time to time and may be updated depending on the changing needs of the service.

This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to an enhanced Disclosure and Barring Service check.

The Health & Safety at Work Act (1974) and other legislation places responsibilities for Health & Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the health and welfare of him/herself and other employees in accordance with legislation, policy and Programme. Where the post holder is disabled every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If however, a certain task proves to be non-achievable then job redesign will be given full consideration.

### **Person Specification**

#### **Essential**

- Qualified and experienced parent support practitioner
- Extensive experience in successful line management of staff
- Experience of managing HR aspects of staff management
- Specialist in-depth knowledge of the evidence base that underpins effective parenting support
- Experienced and competent at dealing with complex situations involving children and adults at risk
- Programme implementation, monitoring, reporting and evaluation expertise
- In depth awareness of cultural diversity, social exclusion, and proactive strategies for addressing inequalities
- Confident and competent to communicate and build relationships at practitioner level across partner agencies
- Knowledge of national agendas particularly in relation to parent support, maternity, perinatal mental health, volunteering, and peer support
- High quality reflective supervision skills
- Excellent IT skills including use of remote technology
- Excellent record keeping skills
- Holds a full driving licence and have access to a motor vehicle
- Ability to deliver within agreed timescales and work under pressure
- High quality written and verbal communication skills
- Excellent networking and organisation skills

#### **Desirable:**

- Skilled mediator / proven facilitation skills

- Experience of training staff
- Extensive experience of successful delivery of community development projects in disadvantaged communities
- Excellent presentation skills
- Ability to influence and negotiate with a range of stakeholders
- IT resource skills
- Health & Safety experience

### **Personal qualities**

- High commitment to empowerment / promoting the skills of disadvantaged people
- Approachable and confident to confront discrimination and inequality
- Politically aware
- Empathic
- Excellent networking skills with the ability and confidence to communicate at all levels
- Meticulous, organized and disciplined
- A confident and enthusiastic personality with a flexible “can do” approach
- Willingness to undertake further training
- A sense of humour, drive, and ambition