

Job Description

Department:	Children and Young People Services
Division/Section:	Inspection, Improvement and Innovation
Job Title:	Family Valued support officer
Post No:	
Grade:	8
Reports to:	Family Valued Lead
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<pre> graph TD A[Head of Inspection, Improvement and Innovation] --> B[Family Valued Lead] B --> C[Family Valued Support Officer] </pre>
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Line Management responsibility for:	No. of direct reports: 0 No. of indirect reports: 0
Size of budget:	0

(Per annum)	
Job Purpose:	<p>Reporting to the Family Valued Lead, the Family Valued Support Officer will play a key role in providing professional support for the implementation and embedding of the Peterborough Family Valued programme.</p> <p>To co-ordinate the Family Valued training programme including setting up and managing bookings for training and liaising with partners in the Leeds Relational Practice Centre to.</p> <p>To work with the Family Valued Lead, Local Offer- Lead Officer and Head of Inspection, Improvement and Innovation in the delivery of Child Friendly Peterborough and ensure that children and young people have a voice and their views are heard.</p> <p>To work collaboratively with staff, partners and services across Peterborough to enable a culture that promotes children, young people and families at the heart of everything we do.</p>

Main Duties and Responsibilities:

	<ul style="list-style-type: none"> • Provide professional support to the Family Valued lead in the implementation and embedding of Peterborough Family Valued. • Working with Leeds Relational Practice Centre to co-ordinate training and development for staff and partners in Peterborough by setting up training sessions, managing bookings and collating feedback. • Manage data and information about the project and training plan. • Write and present reports to a variety of audiences including key stakeholders. • Analyse information and data to support on the production of reports for project stakeholders. • Assist the Family Valued Lead in the production and maintenance of project plans, presentations, updates for stakeholders. • Assist the Family Valued Lead with the updating and maintenance of the Risk and Issue register. • To produce briefings/ project reports/analysis of data and information in a user-friendly manner to ensure key messages are clearly articulated. • Assist the Family Valued lead in the planning, coordination and running of events. • Contribute to the continuous improvement of the programme. • Work with the Family Valued Lead and Head of Inspection, Improvement and Innovation in the delivery of Child Friendly Peterborough. • Work with the Family Valued Lead to develop effective internal and external partnerships and collaborative working with a range of stakeholders • Coordinate Family Valued meetings by organising the meeting, preparing papers, taking notes and producing minutes when required. • Assist with monitoring the project on a monthly basis. • Build, maintain and promote good working relationships, communicating effectively with internal and external partners.
Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the</p>

	<p>employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them, and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE: 08/08/24

COMPLETED BY: Charlotte Edwards

Person Specification

Job title:	Family Valued Support Officer	Directorate:	Children and Young People Services
Grade:	8	Service / Team:	Inspection, Improvement and Innovation
Date:	08/08/24	Completed by:	Charlotte Edwards

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> Understanding the role of Children and Education services Excellent Microsoft knowledge including experience using MS Excel for creating and maintain spreadsheets. Experience using SharePoint for managing documents Knowledge of project management best practice, including an understanding of risk management. Understanding of configuration management and change control. 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> Ability to collate, analyse, write, and present reports and information about performance and quality of practice to diverse audiences and deliver the same information verbally in a confident manner. Ability to demonstrate interpersonal skills in groups, teams and one to one situations. Highly organised and motivated and able to balance conflicting priorities and demands. Ability to communicate effectively with a range of different stakeholders and build relationships with internal and external partners Ability to be proactive and work under own 	

	<p>initiative within guidelines to deadlines</p> <ul style="list-style-type: none"> • Ability to work across organisational boundaries to achieve project objectives • Confidence to follow up actions and chase submissions • Ability to provide detailed and comprehensive reports, research, with reasoned conclusion and arguments • Confident working both in a team and independently with the ability to use own judgement when determining actions to take and when to escalate issues 	
EXPERIENCE	<ul style="list-style-type: none"> • Previous experience working within a project support role, managing data and information. Maintaining configuration management and version control. • Ability to write and present to a variety of audiences. • Analysis of information and data to report on the progress of the project to stakeholders. • Working with confidential or sensitive information. • Experience of working in a fast-paced, changing environment • Experience of successfully administering and supporting projects and working with multi disciplined teams to deliver results within fixed timescales and with limited resources. • Organising own work programme within guidelines and achieving specific objectives to timescales. • Creation and use of spreadsheets, work processing and presentation packages 	<ul style="list-style-type: none"> • Experience supporting grant funded projects in the public sector
QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to 'A level' or equivalent experience with good numerical, verbal and written skills • Evidence of continuous personal and professional development. 	
PERSONAL	Able to work in Peterborough, attend meetings including with children and young people and	

CIRCUMSTANCES	families that suit them. Ability to work flexibly.	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*