

Project Coordinator – Caerphilly Families First Parent Advocacy



national youth
advocacy service

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ieuenctid cenedlaethol

Job Description

Main Purpose of Job: To have overall responsibility for the Caerphilly Families First Parent Advocacy Project, ensuring service targets and outcomes are consistently achieved in line with contract specifications. To ensure the project meets targets within budget. To manage the staff and resources within the service to achieve objectives. To ensure that adults, children and young people are safeguarded at all times.

Accountable to: Service Manager

Location: Caerphilly

Duties & Responsibilities

- The overall management of the identified service workforce i.e. employed, self-employed and volunteers and resources according to NYAS policies and to achieve set targets and outcomes.
- Provide regular supervision, support and performance reviews to staff in line with NYAS policy.
- Deliver and support the recruitment and training of staff, sessionals and volunteers for the project as appropriate according to Safer Recruitment processes and NYAS policies and procedures.
- Ensure all self employed and volunteers are supported through quarterly Best Practice meetings and volunteer support groups.
- Safeguard and promote the welfare of service users and including the completion of risk assessments.
- Ensure that the NYAS bespoke case recording and management systems are updated in line with NYAS policy and practice so that relevant up to date information is available at all times and provides accurate information for the project.
- Monitor project activity and budget, complete monthly returns and prepare reports for quarterly monitoring meetings in order to ensure the project is reaching targets and keeping within budget. To complete monthly case file audits.
- Produce a rolling annual programme of meeting with key personnel and teams relevant to the service supported by NYAS Cymru promotional materials in order to increase the number of referrals from parents for advocacy. Be the main link between the project and the local authority and partners regarding operational matters.

- Liaise with the relevant Service/Operations Manager to develop further opportunities to secure additional funding within the service area.
- Work in co-operation with other NYAS Cymru services and to provide cover for colleagues on occasion.
- Deliver case studies from the project as requested by senior management at least quarterly.
- Partake in regular supervision, annual appraisal and development opportunities. To attend the quarterly Regional Meetings.
- Uphold NYAS values and behaviours.
- Maintain confidentiality at all times and ensure proper observance of and adherence to all NYAS policies and procedures.
- Keep up to date with changing policy and legislation in regard to children's services and NYAS' priority groups of children and young people. This may also extend to vulnerable adults.
- Be able to work some unsocial hours as required in line with the demands of the role
- Any other duties as reasonably required by NYAS.

Person Specification

| Qualifications | | |
|--|---|---------|
| Educated to at least Level 3 equivalent with good standard of English and Maths | E | A, D |
| Professional qualification in either social work or a relevant field. | D | A, D |
| Experience and Knowledge | | |
| Proven experience in working with children and young people in a social care setting, particularly children in care. | E | A, I |
| Proven experience of the recruitment and management of staff and or volunteers. | E | A, I |
| Knowledge of the legal and policy frameworks for looked after children and vulnerable young people and adults, and how this applies to the role. | E | A, I |
| Experience and understanding of child protection/vulnerable adult safeguarding procedures. | E | A, I |
| Experience of training, group work or presenting to others. | D | A, I |
| Aptitude | | |
| Ability to communicate effectively and to a high standard both orally and in writing to a wide range of people. | E | A, I, T |
| High level of organisational, report writing and administrative skills. | E | A, I |
| Excellent computer skills in a Microsoft Windows environment. | E | A, I, T |

Person Specification - Continued

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|---|---|---------|
| Excellent negotiating skills. | E | A, I |
| Interview and training skills. | E | A, I |
| Financial /budget skills. | E | A, I |
| An understanding of the importance of listening to children and young people without bias or prejudice. | E | A, I |
| Commitment to the principles of equality, diversity and inclusion. | E | A, I |
| Other role requirements | | |
| Possess a driving licence and have access to the regular use of a motor vehicle. | E | A, I, D |
| Able to travel widely according to the demands of the post, including to the NYAS main offices. | E | A, I |
| Expectation that post holder will live within in or close to the geographical area of the service. | E | A |

E= Essential, D= Desirable

A= Assessment, I= Interview, D= Documentation, T= Test

All posts are subject to receipt of satisfactory references, Digital Risk Assessment and a satisfactory DBS enhanced disclosure check