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| **Parenting & healthy relationship coordinator****SALARY GRADE: HBC8** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – Keeping great service delivery at the heart of everything we do
* Personal Growth – Learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Flexible / hybrid working arrangements available
* Car leasing schemes
* Essential Monthly Car User Allowance\*

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job  |
| As a Parenting & Healthy Relationship Coordinator, you will help lead, organise, and develop Early Help Parenting services by supervising, supporting, and advising teams. You’ll contribute to managing and delivering high-quality, cost-effective services that meet the individual needs of children and families. Additionally, you will manage staff within the Early Help Parenting service and oversee workforce development across Locality teams, children’s centres, ICART, and the Disabled Children’s Service in delivering parenting interventions.More specific responsibilities include:* Overseeing staff, resources, and service delivery to address early help parenting needs, ensuring services align with policies, procedures, and legal frameworks
* Supervising staff in line with policy and procedures, prioritising, allocating and authorising of work
* Assist in the recruitment, induction and training of staff, including assessment and identification of specialist training and career development identified in supervision and annual EDR’s
* Ensuring the maintenance of documentation, record keeping, accounting and communication
* Ensuring effective partnership working across the early help parenting offer, implementing with partners and delivering the roll out of Reducing Parental Conflict training/resources across the Borough
* Planning, developing, delivering and reviewing new/existing service provision/plans and identifying resource shortages
* Liaise with parents accessing courses, assessing levels of need and vulnerability in line with Halton Levels of Needs frame work, to ensure they are on the right pathway
* Undertaking regular quality assurance audits, analysing, monitoring, measuring and maintaining team performance to ensure that agreed targets and performance indicators are achieved
* Making sure planning, monitoring and reviewing of expenditure and financial commitment against the budget are provided within cost limits, seeking and applying for external funding opportunities as needed
* Leading projects and specialist programs, conducting parenting assessments, chairing multi-agency meetings, and providing training, guidance, and support to external partners
* Complete and deliver reports on the impact of parenting support for the Children and Young People’s Plan to the Strategic Programme Board and other relevant groups, including Liverpool City Region and DWP bids
* Implementing and relevant guidelines in order to challenge and implement Halton’s level of need process
* Ensure the health and safety of staff and service users in line with the Health and Safety at Work Act, enforcing policies across Council buildings including key holding, risk assessment implementation, and effective risk management
* Deputise for the Principal Manager when required and undertake any other requirements in line with the grade of the job
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| About You |
| For this role, it is essential that you hold minimum Level 3 NVQ Children and Young People / Early Years or equivalent, Level 4 Working with complex families or equivalent and a commitment to take part in continuous professional development, including supervision qualification.In addition you will have:* Experience of working with children and families with multiple and complex needs a knowledge and understanding of Safeguarding policy, practice and Halton’s Levels of need Framework
* Experience of Supervising staff/students/volunteers as well as performance management and monitoring
* Experience of updating, confidential information kept on appropriate IT software/systems/databases and producing any required reports
* An understanding of the Principles of Early Intervention and relevant current legislation and frameworks in relation to working with children, young people and families
* Knowledge of child development and the issues and procedures surrounding confidentiality and information sharing
* Practical organisational and prioritisation skills and knowledge of research into the outcomes for children, young people and families using evidence based practice
* Ability to work in a team and demonstrate leadership skills in the management, motivation and supervision of staff, challenging poor performance as appropriate
* Skills in assessing risk; creating, implementing and reviewing plans to address risk and effective communication skills
* Ability to analyse local data on Early help requirements, develop and implement services around strategic priorities
* Ability to work corporately, flexibly and respond to varied requirements, prioritise accordingly, and work effectively to tight deadlines using your own initiative

As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
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