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**JOB DESCRIPTION**

**Job title:**  Programme Facilitator (Changing Lives Initiative)

**Hours:** 20

**Salary**: £12,104

**Duration:** Up to May 2020 (subject to continued funding)

**Location:** Colin, Belfast

**Line manager:** Local Coordinator

**CONTEXT**

The ADHD Changing Lives initiative is a cross-jurisdictional programme partnership funded by the EU Interreg VA Programme. The Lead Agency is Archways, a Dublin-based organisation involved in training and delivery of evidence –based programmes for children and young people. The delivery partners are Colin Neighbourhood Partnership based in West Belfast, the Genesis Project based in County Louth, and NHS Scotland in Argyll & Bute. The evaluation partner is the Dundalk Institute of Technology. Each partner will employ its own staff who are directly accountable to it, but their work will also be coordinated at a partnership level by the Programme Coordinator employed by Archways.

**JOB PURPOSE**

The purpose of the ADHD Changing Lives initiative is to model and deliver a new intervention focused on the Incredible Years Programme for parents whose children are at risk of an ADHD diagnosis. The initiative proposes to reduce the incidence of medication for those children by providing support for parents, and by building more effective links between this approach and statutory services, on a cross-jurisdictional basis (Ireland, Northern Ireland and Scotland). A key approach for the Initiative and its staff will be to maximise opportunities for cross-jurisdictional collaboration and learning, both within the delivery of the Initiative and its association with Health & Social Care systems.

**KEY ROLES AND RESPONSIBILITIES**

1. To facilitate delivery of the 20-week Incredible Years ADHD intervention to parents, with fidelity to the model, ensuring that all practical arrangements throughout the interventions are fully met.
2. To participate in the delivery of information sessions and training for parents, community development staff, and education and health professionals in the Hub area.
3. To establish and maintain effective working relationships with parents and their families, to encourage and promote their continuous involvement to achieve positive outcomes.
4. To provide contacts and information to families who have engaged in information workshops or screening, ensuring that they are promptly signposted to appropriate follow on support or to full project intervention.
5. Develop and maintain contacts and working relationships with local agencies in the Hub area: schools, voluntary agencies, health and social care services, other relevant strategic bodies, to assist delivery of the Project and development of the Hub catchment area.
6. Fully and accurately record all required information and data relating to Project participants, including applying impact measurement questionnaires with parents, and adhere fully to confidentiality and data protection requirements at all times in respect of this information.
7. Work closely with relevant programme staff, including the Early Intervention Specialist, Local Hub Coordinator, Programme Coordinator, and evaluation staff, to contribute all reports, updates and required information on schedule.
8. Engage in training as required on a cross-jurisdictional basis with other ADHD Changing Lives initiative staff.
9. To participate in forums or committees, as directed by the Local Hub Coordinator, that contribute to the development of the ADHD Changing Lives initiative.

**PERSON SPECIFICATION**

**ESSENTIAL CRITERIA**

**Qualifications/Experience:**

1. A third level qualification in a relevant field such as, but not limited to, Teaching, Youth Work, Social Work or Health & Social Care, and a minimum of 1 year’s experience of delivering child or family support programmes.

**OR:**

 A minimum of 2 years’ experience of delivering child or family support programmes.

**Experience:**

1. Be able to demonstrate your understanding of key factors influencing children’s social, emotional and educational development.
2. Have previous experience of working (e.g. in a social, educational, health or community development context) in an area or community of social and economic disadvantage.
3. Be able to demonstrate your ability from previous work to engage positively with, and motivate, parents or carers.
4. Be able to demonstrate experience of planning, prioritizing, reviewing and evaluating workloads.

**Values and personal competencies:**

1. Be able to evidence high levels of personal self-motivation and ability to contribute effectively as part of a team.
2. Be able to evidence commitment to, and understanding of requirements for, programme confidentiality.
3. Show from previous work a thorough commitment to equality, diversity and inclusion in personal working practice.

**Other Essential requirements:**

1. Applicants must have their own vehicle and full driving licence, or fully demonstrate their ability otherwise to meet the travel requirements of this post.
2. Applicants must be prepared to allocate their working hours flexibly during the week, including during the evenings, to meet the requirements of the ADHD Changing Lives initiative.

**DESIRABLE CRITERIA**

**Experience:**

1. Previous experience of delivering any programme within the Incredible Years suite, and/or any other manualised family support programme.

2. Knowledge of ADHD as it impacts on the lives of children and families.