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**JOB DESCRIPTION**

**Job title:** Local Coordinator (Changing Lives initiative)

**Salary**: £27,796

**Hours:** Full time

**Duration:** 12 months

**Location:** Colin, Belfast

**Line manager:** Colin Early Intervention Programme Manager

**CONTEXT**

The Changing Lives Initiative is a cross-jurisdictional programme partnership funded by the EU Interreg VA Programme - involving Archways, a Dublin-based organisation, Colin Neighbourhood Partnership based in West Belfast, the Genesis Project based in County Louth, NHS Scotland in Argyll & Bute, and the Dundalk Institute of Technology. Each partner employs its own staff and locally manages delivery of the project, with overall partnership coordination provided by a Project Manager based in Dundalk.

**JOB PURPOSE**

The purpose of the Changing Lives Initiative is to deliver a new intervention focused on the Incredible Years Programme for parents whose children are displaying hyperkinetic disorders and are at risk of an ADHD diagnosis. The Project proposes to reduce the incidence of medication for those children by providing support for parents, and to build more effective links between this approach and statutory services, on a cross-jurisdictional basis (Ireland, Northern Ireland and Scotland).

The Local Coordinator post for the Colin/West Belfast element of the initiative will be vacant for 12 months, and we are seeking to fill this on a temporary basis. This is a post which requires strong team leadership, planning and relationship-building skills.

**KEY ROLES AND RESPONSIBILITIES**

1. Be responsible for the day to day coordination of the Changing Lives Initiative activities in Colin and West Belfast.
2. Coordinate and manage the project delivery team (2.5 Programme Facilitators, 0.5 Communications & Data Officer) in the Colin/West Belfast, allocate workloads and responsibilities and monitor effectiveness.
3. Develop and maintain contacts and working relationships with local agencies in the Colin/West Belfast and surrounding areas: schools, voluntary agencies, health and social care services, other relevant strategic bodies, to assist delivery of the project.
4. Be responsible for organising awareness raising and information sessions and training for parents and professionals in the Colin/West Belfast area, and participate with other project staff in delivering these sessions.
5. Be responsible for organising and carrying out assessment screening with parents, in conjunction with the Project Psychologist, of children thought to display ADHD-consistent behaviours.
6. Coordinate 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 full project intervention.
7. Be responsible for coordinating the practical arrangements and staff delivery of the 20-week Incredible Years ADHD-focused interventions, and ensuring that practical arrangements throughout the interventions are fully met.
8. Co-facilitate delivery of the Incredible Years ADHD-focused interventions, as required (when trained).
9. Share responsibility with the Colin Early Intervention Manager for management of the local budget including intervention delivery costs and promotional activities.
10. Ensure that all information and data relating to Project participants in the Colin/West Belfast hub is fully and accurately completed and securely stored in line with data protection requirements.
11. Work closely with relevant project staff, including the Colin Early Intervention Manager, Changing Lives Project Manager, and project evaluation staff, to ensure that all reports, updates and required information are provided on schedule.
12. Liaise and coordinate closely on a daily basis with the Colin Early Intervention Manager (whose has overall local management responsibility for the Changing Lives Initiative in Colin/West Belfast) to ensure complementarity between the project and the Colin Early Intervention Community, to avoid duplication, and to share resources and expertise as appropriate.
13. Engage in training as required, both within Colin/West Belfast and on a cross-jurisdictional basis with other Changing Lives Project staff.
14. Oversee the project’s local publicity and promotional profile, working collaboratively with other Colin Neighbourhood Partnership staff.

**PERSON SPECIFICATION**

**ESSENTIAL CRITERIA**

**Qualifications/Experience:**

1. A third level qualification in a relevant field such as, but not limited to, Teaching, Community & Youth Work, Social Work or Health & Social Care, and a minimum of 2 years’ experience directly delivering children’s or family programmes.

**OR**

A minimum of 3 years’ experience directly delivering children’s or family programmes.

**Experience:**

2.Significant previous experience of successfully managing or supervising a team delivering services to children, parents or families.

3.Lead experience of building relationships with a range of agencies and organisations to promote your work and to develop effective partnership working.

4.Demonstrable experience of managing a multi-stranded and complex workload efficiently while meeting deadlines and targets.

5.Demonstrable experience of being directly involved in monitoring and evaluating the impact of programme work.

6. Demonstrable experience of detailed record keeping in relation to work undertaken.

**Values and personal competencies:**

7.Evidence from previous job roles of a high level of interpersonal and communication skills appropriate for engaging and motivating parents and professionals with programmes

8. Evidence of a high level of personal self-motivation and ability to contribute effectively as part of a team.

9.Evidence of commitment to, and understanding of the programme requirements for, confidentiality.

**Other requirements:**

10.Applicants must have their own vehicle and full driving licence, or fully demonstrate their ability otherwise to meet the travel requirements of this post.

11.Applicants must be prepared to work flexibly, including work during evenings, to meet the requirements of the 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 and its impacts on the lives of children and families.

3. Direct experience of providing training or coaching to other workers in order to develop and maintain high quality practice standards.

**Colin Neighbourhood Partnership reserves the right to shortlist for interview only those applicants who best meet identified criteria.**