



## **Bangor SureStart Job Description**

<b>Title of Post:</b>	Sure Start Co-Ordinator
<b>Salary:</b>	£33,227 per annum
<b>Accountable to</b>	Director, Bryson Care
<b>Reporting to:</b>	Assistant Director, Bryson Care Children's Services
<b>Location:</b>	Bangor
<b>Travel Expenses:</b>	Paid according to Bryson Rates

### **Main Task**

Lead and manage the SureStart initiative within the Whitehill, Dufferin, Conlig 3 & Harbour 1 ward areas of Bangor

Work in partnership with the SureStart Management Committee, SureStart staff, partner organisations, other service providers, parents and children, ensuring that high quality services that meet the needs of children aged 0-3 years and their families are planned and delivered effectively.

Ensure the effective operational management of the project in accordance with guidelines and directions issued by the Department of Education, Department of Health, Social Services and Public Safety (DHSSPS), the ChildCare Partnership and the SureStart Management Committee.

Develop and sustain cooperative working arrangements with partner organisations and the community to fulfil the aims and principles of SureStart.

### **Key Organisational Responsibilities**

#### **Operational Management**

Lead and operationally manage a multidisciplinary, interagency staff team providing an integrated service for a diverse range of families and children aged 0-3 years

Contribute to the recruitment, selection and induction of SureStart staff.

To be responsible for day-to-day management for all staff and ensure ongoing liaison with employing partners/professional Line Managers in relation to staffing issues.

Line manage and supervise designated staff and facilitate Bryson Care's annual performance and development reviews and if necessary implement the Bryson Care's disciplinary and grievance procedure.

Develop protocols to ensure professional leadership and governance for services and staff within the Sure Start Team.

Develop and implement plans at operational and strategic level, including production of Annual Business Plans, which will provide vision and direction for the project and ensure continuous improvement and development.

Manage the commissioning, purchasing, implementation and evaluation of services from statutory voluntary and community agencies, focusing on cost effectiveness and appropriate timescales.

Maintain up to date knowledge of all Bryson Care's policies and procedures affecting children and ensure that all these are communicated to staff working within SureStart.

Ensure the SureStart Management Committee is kept informed of financial and other relevant information relating to the project through monthly meetings and reports.

Manage and oversee the maintenance of the SureStart premises and outreach sites.

### **Quality and Performance Management**

Implement the agreed mechanisms for the monitoring and evaluation of the Programme, ensuring that the project fulfils the national, regional and local strategic objectives of Sure Start.

Lead the evaluation of the project and actively promote evaluation, audit and research within the team.

Implement and manage change as a result of evaluation and audit results or feedback.

Ensure that a robust data collection and monitoring system is in place and that all partners meet the monitoring requirements.

Prepare and submit quarterly monitoring reports to the Childcare Partnership and monthly reports to the Management Committee.

Ensure that all staff are properly trained in all relevant procedures which will include Health and Safety, Data Protection, Equal Opportunities and Safeguarding policies and procedures.

### **Professional Practice**

Ensure that SureStart services are delivered in a fully inclusive way, ensuring equality of opportunities for staff, parents and children involved in the programme.

Liaise with other SureStart projects and represent Bryson Care, the Project and appropriate bodies where relevant.

Coordinate and provide appropriate training and support to staff, ensuring safe and effective delivery of services.

Lead in coordinating training and development programmes that meets the needs of the partnership and Management Committee members.

Be accountable to his/her manager in relation to duties undertaken. This will include supervision on a monthly basis.

Ensure the ongoing review and development of Policies and Protocols, to meet the needs of the partnership.

### **Partnerships**

Ensure that families involved within Sure Start services are linked appropriately to other agencies in the area.

Collaborate with colleagues in statutory, community and voluntary agencies to ensure services are planned and delivered in collaboration with parents in innovative and effective ways.

Initiate, develop and maintain relationships with partner organisations/stakeholders from a variety of sectors/organisations.

Maximise the cooperation of all partners in relation to strategic and action plans, through consultation and formal working protocols.

Ensure where necessary through partnership agreement, each agency's delivery of SureStart services.

Negotiate, monitor and review service level agreements and budget allocations with any partner organisations annually.

Ensure that parents, children and the community are key partners by ensuring that an effective mechanism for seeking, collating and ensuring user involvement is maintained within the project.

Ensure good practice is disseminated to SureStart partners and to other relevant organisations.

### **Financial Management**

To manage the SureStart budget ensuring financial targets are met and act as an authorised signatory on behalf of the management committee ensuring reports are presented in a timely manner to the agreed bodies and groups.

Maintain local financial systems in accordance with the procedures set out by the accountable body, Bryson Care.

Negotiate service reprofiling or finance change to ensure that needs are most effectively targeted and the project can evidence value for money.

## **General Responsibilities**

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

You are required to work within the remit of Bryson Care's Information Technology Policy.

As a consequence of the above, unauthorised/inappropriate use of computers including the internet, email, passwords, computer packages etc, will be regarded as gross misconduct and will be treated as such under the Disciplinary Procedure.

You should note that under the Health and Safety at Work Legislation you are required to take all reasonable steps while at work to ensure your own Health and Safety and the Health and Safety of those who may be affected by your acts and omissions at work. You are also required to cooperate fully with regard to the implementation of Health and Safety arrangements and you should not interfere with or misuse anything provided in the interests of Health, Safety or Welfare at work.

The successful candidate must promote Bryson Care's policy on Equality of Opportunity through his/her own actions.

**The following general responsibilities apply to all employees of Bryson Care and form part of your contractual Terms and Conditions.**

### **Equality**

Bryson Care is an Equal Opportunities employer and welcomes applications from all sectors of the community, irrespective of their religion, politics, race, gender, sexual orientation or disability.

All staff are required to comply with our Equal Opportunities Policy and each employee must make him/herself aware of their obligations. Managers/Supervisors have a responsibility to ensure compliance with this requirement.

### **Smoking and Health.**

Bryson Care is a Smoke Free Organisation.

### **Health & Safety**

All employees must comply with Bryson Care's Health & Safety Policies and Procedures, including all Legislation and Codes of Practice.

## **Conduct**

Staff must maintain high standards of personal accountability and abide by the Code of Conduct.

## **Performance**

Employees are expected to demonstrate commitment to Bryson Care by ensuring regular attendance at work and efficient completion of duties.

## **Service Quality**

Bryson Care is committed to providing the highest possible quality of service to all Service Users, Partners and community. Members of staff are expected at all times to provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.

## **Records Management**

All employees of Bryson Care are legally responsible for all records held, created or used as part of their business within Bryson Care, including service user/partner, corporate and administrative records whether paper based or electronic and also including emails. All such records are public records and are accessible to the general public with limited exceptions under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998. Employees are required to be conversant with Brysons policy and procedures on records management and to seek advice if in doubt.

**TERMS AND CONDITIONS:**

<b>Length of Contract:</b>	Permanent
<b>Salary:</b>	£33,227 per annum
<b>Hours:</b>	35hrs per week; Monday - Friday (Saturday if required)
<b>Holidays:</b>	12 Statutory days 20 Annual days (Pro Rata)
<b>Probationary Period:</b>	6 months
<b>Notice:</b>	3 months (in writing)

**BRYSON CHARITABLE GROUP SICK PAY SCHEME APPLIES**

**BRYSON CHARITABLE GROUP PENSION SCHEME APPLIES**

**BRYSON CHARITABLE GROUP OPERATES A NO SMOKING POLICY - WE THANK YOU FOR NOT SMOKING DURING WORKING HOURS**

**ALL BRYSON CHARITABLE GROUP EMPLOYEES ARE REQUIRED TO RESPECT AN INDIVIDUALS RIGHT TO PRIVACY, DIGNITY, CHOICE AND INDEPENDENCE**

**ALL SOCIAL CARE STAFF WILL BE REQUIRED TO REGISTER WITH THE NORTHERN IRELAND SOCIAL CARE COUNCIL AT THE APPROPRIATE TIME.**

**ALL BRYSON CARE CHILDREN'S SERVICES STAFF ARE REQUIRED TO COMPLY WITH AN ACCESS NI CHECK PRIOR TO COMMENCING EMPLOYMENT WITH BRYSON CHARITABLE GROUP**

**N.B. The appointed applicant must pay the ACCESS NI fee of £33.00 which will be reimbursed on successful completion of the probation period (6 month).**

### PERSONAL SPECIFICATION

Criteria		Essential	Desirable	To Be Tested
Qualifications	A relevant degree or professional qualification: <ul style="list-style-type: none"> <li>• Nursing</li> <li>• Social Work</li> <li>• Teaching</li> <li>• Allied Health Professional,</li> <li>• Community Development</li> <li>• Community Work</li> <li>• Early Years</li> </ul>	√		<b>On Application Form</b>
Experience	Three years post qualifying experience	√		<b>On Application Form</b>
	A minimum of three years experience within the last five years in promoting and developing services for children and families	√		<b>On Application Form &amp; At Interview</b>
	Experience of managing a budget and monitoring finances including the ability to identify funding opportunities and to work creatively within defined budgets	√		<b>On Application Form &amp; At Interview</b>
	Experience of managing staff, including providing regular supervision, staff development, training, appraisal and performance management	√		<b>On Application Form &amp; At Interview</b>
	Experience of developing and managing services and teams	√		<b>At Interview</b>
	Experience of strategic planning		√	<b>At Interview</b>
	Experience of working with families in a multidisciplinary context, community development approaches and in interagency partnership.		√	<b>On Application Form &amp; At Interview</b>
Knowledge	Able to demonstrate knowledge of the following areas: <ul style="list-style-type: none"> <li>• Children's (NI) Order 1995</li> <li>• Cooperating to Safeguard Children &amp; Young People in N.I.</li> <li>• Early Child Development</li> <li>• IT skills</li> <li>• Experience of research into best/current practices (through evaluation, statistics, media etc) to analyse and present information which facilitates the development of good practice</li> </ul>	√		<b>At Interview</b>

Skills & Aptitudes	Excellent written and oral communication skills including the ability to produce written reports and publicity materials	√		At Interview
	An ability to liaise with and influence partner agencies and local community	√		At Interview
	Hold a current full driving licence valid in UK with access to a car on appointment – N.B this criteria will be waived in the case of an applicant whose disability prohibits driving but is able to organise suitable alternative arrangements	√		On Application Form
Mission & Values	Candidates must respect the Vision, Mission & Core Values of Bryson Charitable Group	√		

**\* The above criteria will be used for shortlisting purposes and candidates are required to demonstrate on the application form how they meet these.**