

WHITEROCK CHILDREN’S CENTRE

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**JOB DESCRIPTION**

**Title :** Family Support Manager

**Responsible to:** Centre Director / Board of Directors

**Hours:** 37.50 per week

**Leave:** 21 plus 12 statutory days

**Salary:** £31,779.48

**Purpose:**

To develop, co-ordinate and manage all activities coming under the Family Support Services.

**Duties:**

1. To co-ordinate and monitor the delivery of programmes and activities within Family Support Services.
2. To co-ordinate and line manage a team of project workers.
3. To chair the Family Support Hub and support the co-ordinator in its duties.
4. To carry out some home visits (one to one family support) linked to the Family Support Hub.
5. To design and ensure administrative systems are maintained to support the development of Family Support Services.
6. To liaise and take part in forums linked to the work carried out by the Family Support Services.
7. To promote the activities of the Family Support Services in the community
8. To ensure the safe working conditions of staff, volunteers and users.
9. To assist the Centre director in the identification and completion of funding opportunities and applications.
10. To play an active role in the Senior Management Team
11. Any other duties as may be reasonably requested.

**Personal Specification:**

**Qualification / experience**

Essential:

Community Development degree or

Health and Social Care Family Support Level 5

OR

3 years' experience working in Family support sector in a leadership role

Desirable :

A qualification relevant to Family Support or

Level 5 in Leadership for Health and Social Care Services

Ability to work flexibly and collaboratively across the organisation to ensure delivery of services.

Experience of producing funding application and carrying out returns to funders.

**Previous experience:**

Essential :

Team leadership and staff supervision

Must be proficient in the use of MS Office(outlook/word/Excel)

Ability to maintain confidentiality and discretion.

Desirable :

3 years' experience of managing community-based projects

Experience of budget management.

**Skills :**

Excellent communication skills

Ability to be sensitive and demonstrate empathy in dealing with families.

Ability to work on own initiative

Ability to work as part of a team .