

Post Specification

Date	April 2024
Post Group Number	PG7575
Post Title	Family Hub Community Connectors
Job Family	PC and Dev
Job Family Role Profile	PCD8ii
Final Grade	Grade 8

To be read in conjunction with the [job family role profile](#)

Service Area description	
Children and Young People, Children's Services, People	
Purpose of this post	
<p>The post holder will be based within the Family Hubs Team, which is part of Early Help and will work closely with relevant teams in relation to the Family Hub Transformation Programme. Working with partner organisations, stakeholders, families, young people and communities to ensure the Family Hub service is built on the needs of the community.</p> <p>To engage and consult with families and their communities to inform the Family Hub development.</p> <p>To develop skills and expertise in understanding, reducing and eliminating barriers to engagement with communities and Family Hubs</p> <p>To create family and community 'spirit', with Family Hubs at the heart of communities.</p>	
Key job specific accountabilities	
<ul style="list-style-type: none"> • Work with the Voluntary and Community Sector, contribute to and support the development and delivery of the Family Hub Transformation Programme • Support and coordinate key areas of work to ensure engagement with families and communities, working collaboratively to develop strong and sustained links between Family Hubs and families/communities. • To create a positive link to families and external agencies communicating effectively the needs of the families with other agencies with follow up to ensure that barriers to engagement are overcome and ensure that key information is disseminated as necessary. • To ensure that accurate records of consultation and engagement are kept to the highest standard. • As part of the Family Hub Team, communicate appropriately with key stakeholders ensuring they are kept suitably informed of progress and potential issues. • Collate information around the Family Hub model to influence and inform service delivery. • The post holder may be asked to undertake other duties outside of this description that are commensurate with their grade and experience. • Through having expert knowledge of local services, be a key member of the Family Hub approach to empower families, professionals and partners to build thriving communities. 	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none"> • None
Staff Management Responsibilities	<ul style="list-style-type: none"> • None

Other	<ul style="list-style-type: none"> • None
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none"> • A relevant qualification at NVQ 3 or above, or equivalent experience. • Previous experience of working in and a good understanding of the services provided by a Children's Services directorate. • Experience of working with other agencies and partners to improve outcomes for children and young people. • Understanding of equality and diversity issues. • Awareness of health and safety requirements. • Knowledge of the way in which partners work e.g. schools, health agencies, housing providers. • Knowledge of relevant benefit systems and funding sources. • High level of interpersonal skills. • Ability to prioritise and manage work effectively to reach agreed timescales and deadlines. • Ability to deal with difficult, sensitive, emotional and stressful work. • Ability to work within settings and the community independently. • ICT competent in using Microsoft Word, Excel, Email and Internet. • Ability to manage confidential information. • Ability to work on own initiative and as part of a team. • Professional integrity, reliable, consistent, adaptable and resilient. • Ability to motivate and develop others. • Able to problem solve and offer solutions. 	
Disclosure and Barring Service – DBS Checks	
<ul style="list-style-type: none"> • This post requires a DBS check. • The level of check required is: <ul style="list-style-type: none"> ○ DBS Enhanced – Children 	
Job working circumstances	
Emotional Demands	<ul style="list-style-type: none"> • May be working in generally difficult situations for others, at times distressing
Physical Demands	<ul style="list-style-type: none"> • Normal
Working Conditions	<ul style="list-style-type: none"> • Normal
Other Factors	
<ul style="list-style-type: none"> • Able to work flexible and unsocial hours. • Ability to travel independently. • Conduct all work in accordance with County Council Equality and Diversity policy and in a non-discriminatory and anti-oppressive manner. • Support the Council's core values and corporate standards. • Ensure that the Service is at all times pursuing good individual relations and fair personnel, health and safety, equal opportunity and management practices. To take reasonable care of your own health and safety. • Enhance the Council's image within the community by promoting awareness of services and achievements and encourage greater public participation. 	