

EPEC Coordinator

Role Profile

Service: Children's Directorate, Early Help Services
Band: Band 7
Reporting to: Trafford Families Lead
Responsible for: No direct reports



TRAFFORD
COUNCIL

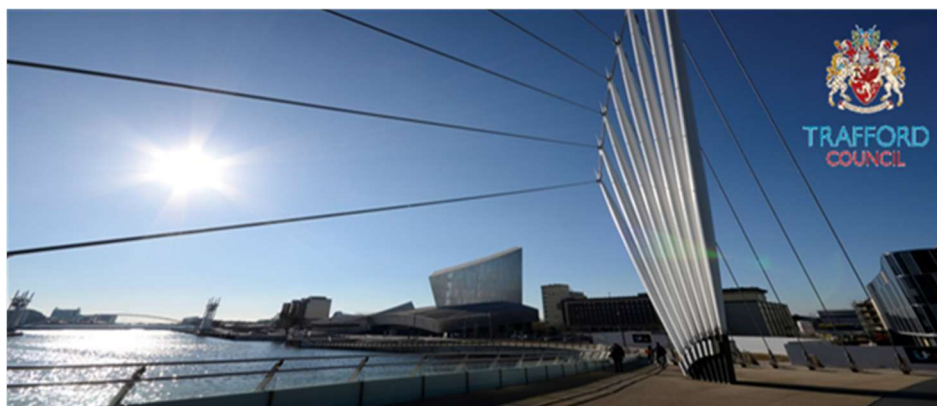
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities thrive

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

You will be part of the Directorate for Education, Standards, Quality and Performance working under the Head of Service for Early Years and Family Help. Through our newly developed Family Hub approach, we are committed to delivering the right support at the right time, and in the most effective way for children and families who need support. We aim to use the least intrusive approaches possible to safely ensure children grow up in an environment where they are safe, happy, have positive and secure relationships and can fulfil their potential.

You will support the development of the Empowering Parents Empowering Communities Programme and work closely within our family hubs and with our wider partner agencies

Your Main Priorities

- To develop a parenting hub by building positive relationships and utilising the skills of a range of parent volunteers, community members and professionals.
- To set a culture of learning and reflective practice to enable personal and professional development of parent leaders
- To empower by providing schools and other community settings with tools to manage the support needs of parents in their neighbourhood areas

Key duties

- Consulting with community members and professionals working within these areas to understand their parenting aspirations; in order to inform planning
- Recruiting, training and supervising parent leaders of the EPEC parenting programme, including being a main contact for any safeguarding concerns arising during EPEC sessions and to facilitate discussion with Children's First Response or Early Help Panels where this is appropriate
- Keeping records of trained parent leaders and to plan a rolling programme of EPEC courses by utilising the pool of volunteers

- Being responsible for establishing working relationships with parent volunteers and to ensure that they feel valued and that their rights as volunteers are upheld
- Providing a platform for parents and carers to explain what makes a successful parenting programme and to aim to be responsive to different needs and diversity across the area footprint
- Maintaining the fidelity of the Empowering Parents, Empowering Communities evidence-based parenting programme and to provide feedback to the North-West EPEC Hub
- Monitoring the success of the programme at a locality level and to report on outcomes and learning opportunities.
- Leading and participating in research opportunities to strengthen evidence where required
- Promoting the programme to multi-agency professionals, finding opportunities for joint working at both a strategic and operational level.
- Reporting into appropriate governance meetings (i.e. Start Well Board) as required on the progress of the programme

About You

Qualifications and Professional Development

- Educated to degree level or equivalent experience
- Leadership qualification at a minimum of level 4 (desirable)

Experience and Knowledge

- Significant experience of coordinating and delivering evidence based parenting courses
- Experience of working with a range of stakeholders, including schools, health services and early years providers
- A minimum of 3 years in a role involving giving advice on parenting
- Understanding of the differences between coaching and teaching, and when to apply different methodologies
- Experience in coordinating or working in partnership alongside volunteers
- The ability to identify and act upon safeguarding concerns, following local procedures and protocols
- Understanding of principles around Place-Based Working
- Experience of developing projects of a similar nature
- Knowledge in how to adapt working practices to ensure they are inclusive to all families

- Knowledge and experience of evidence-based parenting programmes and the theoretical frameworks that underpin them

Skills and abilities

- Skills in engaging with families, particularly those who may be defined as ‘hard to reach’ or vulnerable
- Proven ability to influence across a spectrum of professionals and levels
- Ability to identify opportunities and network accordingly to ensure effective use of resources
- Proficient in planning and organising, whilst being able to demonstrate resilience in the face of last-minute changes to plans
- Ability to produce reports using data and written accounts to demonstrate impact
- The ability to work restoratively, providing a high support but high challenge environment for volunteers, parents and colleagues
- Able to inspire and empower parents and carers to identify and achieve their goals
- Capable of challenging inequalities in an appropriate and professional manner
- A tenacious and proactive approach to problem solving, taking initiative where required
- Commitment to own and others personal and professional development

Special Conditions

- DBS required
- Car User
- Unsocial Hours/Weekend

Date prepared/revised	29.1.21 / 12.7.22 (transfer to new template only) / 6.3.26 minor adjustments
Prepared/revised by	Jane Cryne/Jenny Hunt/ I Chunara
Job Evaluation	February 21

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.
To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.