

Trafford Team Together (TTT) Coordinator

Role Profile

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



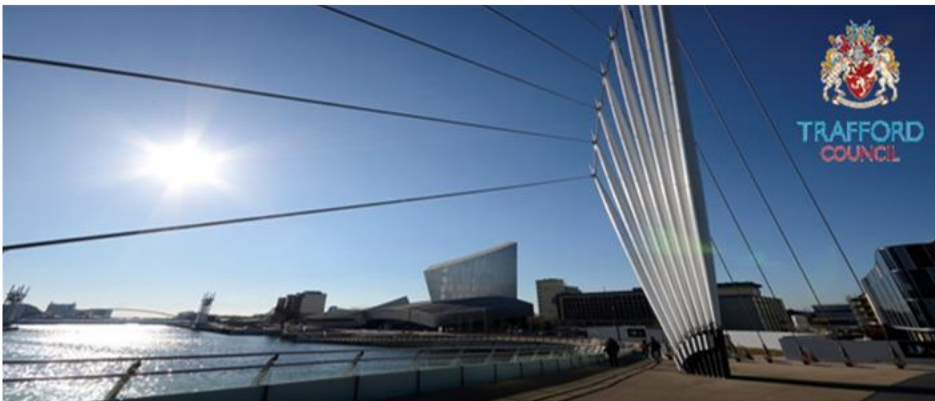
About Us

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.

Your Main Priorities

- To lead, develop and implement the Trafford Team Together Approach (Team around the School) in a designated neighbourhood area so families receive the right support at the right time.
- Coordination of Trafford Team Together meetings by arranging, chairing, recording actions and holding attendees accountable for completion of actions.
- Providing coaching and support to Lead Professionals and partners to enable them to assess and plan support in a whole family way, using a whole system shared practice model that is restorative and strengths based.

Key duties

- Being responsible for developing and implementing the Trafford Team Together approach across your designated neighbourhood/ education settings and partners to ensure that early support is provided to families to prevent escalation of issues.
- Providing a coaching and mentoring to enable the Lead Professional and partners to identify and work with families who may benefit from early support in a relational way
- Helping to develop a system that will change the focus of support from crisis-led to preventative, early support.
- Ensuring that the voice of the child is central throughout the process of assessment, case discussion, planning, actions and outcomes.
- Working to and promoting the implementation of Practice Standards to ensure families receive high quality support in a timely way which can be evidenced in audit activity.
- Being part of the neighbourhood Family Hub Team, occasionally undertaking direct work with families during key times (i.e. school holidays) which could include delivery of evidence-based programmes, activities and targeted early support where this is deemed necessary.

- Working towards a graduated offer of support, identifying where a family may require more targeted or intensive offer of support ensuring there is a seamless pathway of support.
- Building a family first culture promoting family led plans and family led decision making.
- Being responsible for performance and practice improvement, providing data, information and audits in a timely way to the Trafford Families Lead to inform quarterly monitoring for Performance Clinics
- Liaising across different locality areas, including across local authority borders, with different schools or professionals to ensure that cross border working takes place to benefit the family.
- Coordinating a team of professionals, with the Lead Professional as part of the Trafford Team Together Approach to help build an appropriate plan of support with a family.
- Making all arrangements for the planning, recording and feeding back of actions across the Trafford Team Together partners.
- Leading on bringing in relevant professionals who may need to be involved on occasions where they are the best agency to support the child and family.
- Having oversight on the EH workflow on liquid logic for the families in your neighbourhood who have been supported by the approach to ensure assessments, reviews and outcomes for children and their families are recorded and enabling others to follow this process building capacity across the partnership.
- Taking a lead role in delivering training to schools and partners about the Trafford Team Together approach and high quality practice .
- Offering a constructive challenge in questioning assumptions and modelling professional curiosity to ensure that underlying causes are the focus of discussion rather than presenting behaviours.
- Undertaking, as required, any other duties appropriate to the level of the post that may arise from time to time.

About You

Qualifications and Professional Development

- Educated to degree level or equivalent professional experience in relevant area involving children's and/or family work. (examples of this may be Education, Family Support, Health professions, Voluntary Sector provision, Early Years, Youth Work or other Health and Social Care backgrounds)

Experience and Knowledge

- In depth knowledge of Working Together to Safeguarding Children document and how this relates to Early Help provision
- Have completed up to date, enhanced safeguarding training (ie. a level 2 multi-agency safeguarding training day)
- At least 3 years' experience of direct work with families i.e. in a case holding capacity, working in a whole family way, undertaking holistic assessments, providing interventions, developing SMART plans with families, coordinating team around the family meetings, with a partnership approach.
- Experience of working in a 'whole team' approach towards shared objectives across a range of disciplines
- Experience of Chairing meetings and recording actions
- Case management systems experience (Liquid Logic is used but experience of other similar systems providing transferable skills would be sufficient)

Skills and abilities

- Organised and methodical
- Works collaboratively and is able to respectfully challenge colleagues irrespective of hierarchy
- Competent in formulating plans and decision making where there are safeguarding risks involved
- Ability to work collaboratively with others, being able to facilitate discussion without dominating and enabling others to have the opportunity to process, think and speak
- Encouraging and welcoming to make sure that meetings have a degree of formality but are welcoming to people who may find 'professionals meetings' intimidating
- Able to advocate for the needs of children and families versus conflicting needs of services
- Confident in chairing and presenting to a range of audiences
- Patient and able to coach individuals on a one-to-one or group basis
- Good level of competence in the use of virtual platforms for meetings and presentations
- Skilled in communicating, specifically in information sharing, with some knowledge of GDPR requirements
- Understanding of cultural competence and how knowledge can be applied to improve engagement with families from different backgrounds
- Able to regard families and grassroots organizations on equal par with 'services'

Special Conditions

- DBS required

- Willing and able to travel to sites within the Trafford Borough

Date prepared/revised	15.3.21 New / Updated to new template 22.6.23 / Minor amends via consultation confirmed May 24/revised 20.8.25
Prepared/revised by	Jane Cryne / Jenny Hunt/ Zoe Sweeney
Job Evaluation	25.3.21 / reviewed against slightly amended RP 24.7.25

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