



JOB DESCRIPTION

Job Title: Family Programme Manager

Reports To: LCF Board of Trustees

Salary Range : 20hrs a week, £12,000 per annum

Purpose of Job:

The focus of the role is to provide support to families and individuals empowering them to address short and long term challenges, reducing problems and risks and promoting positive family role models. You might help parents and children/young people with a range of social and personal issues.

AIMS & OBJECTIVES

Longmead Community Farm helps families in crisis, it's a safe, supportive rural environment for learning new skills, re-kindling relationships and building the self-confidence needed to cope with the challenges of modern urban life.

MAIN DUTIES & RESPONSIBILITIES

Families and Individuals

Undertake review of referrals to assess families/individuals needs to plan the support required to address and prevent any problems from escalating;

Develop and plan programmes of activities that meet the assessed needs of individuals and families.

Adhere to professional practice standards and legislations, including confidentiality, safeguarding, equality, diversity and inclusion policies;

Assess parenting skills and help people to build physical and emotional caring abilities through a range of practical activities;

Help children with learning and development;

Enhance parents' understanding of different education and play strategies;

Provide practical home management and budgeting advice to parents;

Model behaviour, coach, mentor and motivate families to understand the benefits of relevant activities;

Monitor children and young people's welfare and outcomes including those who are subject to Child Protection Plans, where necessary writing and presenting reports relating to child protection, childcare proceedings and court appearances as appropriate.

Assume the role of the organisations designated safeguarding officer, liaising with the Local Authority Designated officer where relevant and leading best practise, adhering to the organisations safeguarding policy .

To safeguard all children and adults to ensure good safeguarding procedures and principles detailed by the local safeguarding board are in place and applied consistently at all times

To accept and not judge families.

Maintain contact with families between visits

To work with families through the animals on the small holding, e.g pigs, goats and chickens

Partnership working

Work with colleagues, health and social care professionals and multi-agency networks to provide updates and input into progress of the families and individuals attending LCF

Ensure you remain up-to-date on your knowledge of local service provision for appropriate signposting and referrals;

Liaise with local authorities, agencies and all other referrers to identify , secure and sustain referral routes

Attend all relevant external meeting, i.e continuum

Undertake presentations to local groups on the work of LCF

Develop links and working relationships with other professional agencies and community based services and to work together with them in the assessment and support of children, young people, and their families, especially where there are concerns for their health and welfare.

Enable parent/carer referral to specialist and other services in accordance with required protocols.

Attend and participate in case conferences where required

Administration

Ensure all records are updated accurately and timely

Manage your workload, administration and diary commitments;

Participate in the budget planning process

Produce and present progress reports to external stakeholders and at board meetings

Undertake risk assessments on all families and individuals attending LCF

Undertake risk assessments on key activities undertaken at LCF

Support the trustees with applications to grants and trusts to raise funds for LCF

Carry out DBS checks on all relevant team/board.

Team Work

Participate in weekly team meetings

Attend trustee meetings

Work with the trustees and community at LCF to achieve long-term sustainability

Leading and directing volunteers to deliver programmes that meet the assessed needs of individuals and families.

Gather feedback from volunteers to inform summary reports on families.

Mentoring and training volunteers.

Set plans and activities for volunteers and team members to carry out activities with families and individuals.

Ensure all volunteers receive safeguarding training

Liaise with colleagues on all practicalities and logistics of family visits

Policy and Procedure

Devise and implement relevant policies and procedures

Adhere to all LCF policy's and procedures

Advise the LCF board of any gaps, changes in legislation etc that need to be reflected within the policies and procedures

Hours of work

Undertake sleep 'ins to provide onsite support to families and individuals when required overnight. For which an additional allowance will be paid.

Early mornings, evenings and weekend working will be required to adapt to the needs of the families and individuals using LCF.

Personal Development

Participate in support and supervision sessions

Attend all relevant training and refreshers including safeguarding and first aid.

Be aware of and work within the legal framework, Health and Safety framework, policies, procedures, ethical and professional boundaries, guidelines and legislation.

Longmead Community Farm is a Christian based charity, which to embody the Christian values that led to its emergence, that of trying to love others as God has loved you. The post holder must have sympathy with this.

KEY RESULTS & OUTCOMES

The above job description forms part of your main terms and conditions of employment, although does not include or define all tasks. The LCF reserves the right to vary duties and responsibilities at anytime.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Personal Attributes	<p>To be able to maintain confidentiality</p> <p>To be able to work individually and as part of a group</p> <p>Approach new challenges in a positive manner</p> <p>Manage pieces of work where there may be uncertainty</p> <p>To work within the values of LCF</p> <p>Be able to listen and respond appropriately to difficult information</p>	
Job Skills	<p>To effectively communicate by phone, in person and in writing</p> <p>Strong organisational skills and attention to detail</p> <p>Ability to identify and prioritise urgent issues</p> <p>Excellent customer service</p> <p>To be able to maintain accurate records</p> <p>Hold a full UK driving License</p> <p>Produce reports using word/excel</p> <p>The ability to build and maintain rapport with adults and children;</p> <p>Calmness under pressure and when dealing with challenging or confrontational behaviour;</p> <p>Flexibility and adaptability with respect to weekly patterns of work.</p> <p>A good understanding of the challenges faced by the families you help;</p> <p>Organisation and problem-solving skills;</p> <p>Resilience and the ability to cope with emotionally-</p>	

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	<p>draining and traumatic situations;</p> <p>Commitment to making a positive difference to vulnerable people ;</p> <p>A positive, non-judgemental, empathetic and sensitive approach;</p> <p>Effective team work skills, as you will often be liaising with multi-disciplinary services or multi-agency networking</p> <p>Competent ICT skills in order to record and maintain accurate data;</p> <p>The ability to maintain expert knowledge of local services and provision.</p> <p>Willing and confident to work with families on the husbandry of farm animals.</p> <p>Working with arts, crafts, food preparation, gardening and upkeep.</p>	
Knowledge	<p>Use of MS Office (Outlook, Excel and Word) and keyboard skills</p> <p>Significant knowledge and experience of being able to provide advice and support to families and individuals</p> <p>Sound understanding and experience of the use of record keeping, collation of assessments and report writing.</p> <p>Experience and active participation in the delivery of targeted services such as parenting programmes, working with families and other agencies</p> <p>Children and vulnerable adults safeguarding procedures</p>	
Experience	<p>Previous experience of working with vulnerable families and young people</p> <p>Experience and knowledge of safeguarding practices and procedures</p> <p>Demonstrable experience of working in partnership</p>	

	ESSENTIAL	DESIRABLE
	<p>with families and other agencies within the context of Early Help and demonstrate sensitivity to families who may have complex needs.</p> <p>Experience in the use of the Early Help Assessment, conducting observations, assessments and development checks.</p> <p>Experience in contributing to the planning, delivery and review of services to families.</p>	
Qualifications	<p>Level 2/Functional Maths & English or English and Maths GCSE (Grade A-C)</p> <p>A Level-3 qualification in one of the following disciplines :</p> <ul style="list-style-type: none"> • advice and guidance; • childcare; • counselling; • education; • health; • social care; • youth work. 	<p>A degree in one of the following disciplines</p> <ul style="list-style-type: none"> • childhood studies; • education; • psychology; • social work.
Training	<p>Commitment to personal and professional development.</p> <p>Ability to engage with learning opportunities including effective use of supervision, training, e-learning and feedback</p>	<p>Emergency First Aid at Work</p>

Working conditions:

The following section provides an outline of the working conditions that may be encountered in this role:

Display screen equipment user

Ability to manage the physical and emotional demands of the role

This role will require an enhanced DBS check completed

LCF have a desire to grow this role in line with the development of the charity and would like the post holder to be committed to working with us to achieve this.

Equal Opportunities

LCF supports Equal Opportunities in Employment and opposes all forms of unlawful discrimination. You are expected to comply at all times with LCF policies.