



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	Wellbeing and Prevention Co-ordinator
Grade:	SO1
Directorate:	Children and Families
Department:	Living Well Rutland
Responsible to:	Wellbeing and Prevention Team Leader

Purpose of the Job:

Support the delivery of the Living Well Rutland transformation programme, by enabling and delivering community-led services, through facilitation, communication, or networking and building on existing networks and services to provide support to families earlier with lower cost community-based services, avoid higher cost service and disruption to family life.

Create an environment of self-help by utilising existing community spaces and through digital information, which supports and enhances the 'universal' offer via the information advice and guidance offer in all its forms.

To promote the engagement of parents and carers and professionals order to facilitate positive outcomes for children and young people and their families.

Support the delivery of key strategic objective set out in the Rutland County Council's Children and Young People's Plan and Rutland's Joint Health and Wellbeing Strategy.

Main Responsibilities

1. To collaborate with a variety of agencies to effectively identify, at the earliest point, and address the needs of children, young people, and families through a comprehensive support offer of parenting guidance, facilitating parenting workshops, and providing both emotional and practical assistance.
2. To take a lead role in the co-ordination, planning and day to day delivery of 'all age', services within the Community Hub building.
3. To co-ordinate and quality assure the offer within Community Hubs, including the intentions of the 'best start for life offer' and the public health healthy child programme. Ensuring the effective and efficient delivery of a programme for children and young people and for families which are of a high quality and evidence based and reflect local assessed need .



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4. To plan and deliver targeted and bespoke interventions supporting development, resilience and wellbeing and which improve mental health and reduce isolation. Support the Community activity workers to deliver bespoke interventions for other identified children and young people, including children with SEND.
5. To engage and empower parents and carers in their role as their child/ren's first educators, by demonstrating good practice, and providing interesting and accessible opportunities to engage parents in their children's development and education.
6. To work closely with Social Care, Family Help, SEND and Inclusion teams and agency partners to identify and support families to access the Community Hub services, especially those 0–25-year-olds with SEND or who live in complex situations.
7. To provide leadership and management for Community Hub staff and volunteers to create attractive and stimulating environments which promote access to a range of integrated community-based services which support family life.
8. To provide effective monthly 1-1 meetings and high-quality supervision, performance reviews and effective performance management ensuring the delivery of quality services and positive outcomes for children and families.
9. To contribute to the collection and analysis of performance data that demonstrates the effectiveness of the Community Hub offer and interventions.
10. To deputise for the Wellbeing and Prevention Team Leader in matters relating to the Community Hubs.
11. Support the Wellbeing and Prevention Team Leader to undertake quality assurance and evaluation of services, in line with the Childrens Services Quality Assurance and Performance Framework, and which recognises the value of customer feedback.
12. To support Rutland residents to enable them to be involved and to participate in all aspects of the Living Well Rutland Service's design delivery and evaluation.
13. To identify, develop and deliver integrated services across both statutory and voluntary sectors in order to provide needs led services for Rutland residents.
14. To develop and maintain relationships with a range of professionals in order to provide a wide range of accessible community services.



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15. To participate in one-to-one supervisions and appraisal with line managers and to promote and sustain own personal and professional development in line with the Service Supervision Policy.
16. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
17. Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
18. To manage delegated budgets and ensure effective financial planning and monitoring in accordance with the Council's Financial Procedure rules.
19. This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Behaviours and outcomes:

Work collaboratively across the Living Well Rutland services and children's services as a whole, to ensure a joined up, consistent service that adds value to the Rutland community.

Be ambitious for Children, Young People and their families and champion best practice to achieve the best outcomes.

Dimensions:

Direct line management of up to 5 Community Activity workers and a range of volunteers

Budget responsibility will include accountability for delivery to timescale and within the specified budget for consumables and resources in the building/area the role is responsible for.



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Level 5 Diploma (or equivalent) in Early Years, Health and Social Care, Youth Work or a relevant field with experience in a relevant role.	A/D

Desirable	Method of Assessment *
Qualification in management of people level 3 or above.	A/D

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Relevant experience of direct work with children, young people and families in the community, both one to one work and group work.	A/I
Experience of working in and line managing staff.	A/I
Experience of engaging parents, carers and children/young people in services.	A/I
Experience of multi-agency working to support children, young people and families.	A/I
Sound knowledge and understanding of child and adolescent development, and knowledge of parenting skills.	A/I
Experience of record keeping, monitoring, planning, evaluating, and report writing.	A/I
Experienced of engaging with children and young people who live in complex situations or who are identified as needing support.	A/I
Sound and up to date knowledge and understanding of legislation and guidance in relation to working with and protecting safeguarding children legislation safeguarding.	A/I
Clear understanding of the Thresholds and the Early Help and safeguarding procedures and how to follow these appropriately.	A/I



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Desirable	Method of Assessment *
Experience in Early Years, Social, Health or Education field with children and families.	A/I
Experience of aiding design, delivery and implementation of parenting programmes and interventions with adults, children and young people.	A/I
A strong negotiator with the resilience and ability to work under pressure and to tight deadlines.	A/I
Understanding of children and young people's development and of the dynamics of family relationships and attachments.	A/I

SKILLS

Essential	Method of Assessment *
Ability to inspire and encourage co-operation through strong interpersonal skills.	A/I
Ability to establish strong links with partners, providers and use these links to develop and sustain the Community Hub offer.	A/I
To identify good practice and challenge poor performance	A/I
Ability to offer a stimulating learning experience at the same time as providing a high-quality caring and secure environment.	A/I
Ability to plan and deliver appropriate support and services and to be able to review their effectiveness.	A/I
Ability to engage and work collaboratively with the public and other professionals.	A/I
Ability to lead and work as part of a team and actively participate as a team member.	A/I
Ability to be able to work autonomously as well as part of a team and to be able to be an advocate for children and young people's services.	A/I
Excellent communicator with good presentation and report writing skills.	A/I



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Excellent planning and organisational and time management skills.	A/I
Ability to assess risk to children and families and to oneself and to be able to feedback concerns to qualified staff as appropriate.	A/I
Able to be a creative and flexible member of staff who has an ability to work across specialisms.	A/I

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

Essential	Method of Assessment *
Flexible working patterns to fulfil commitments of the role and team. This includes working in the evening and at weekends when required.	A/I
Willingness and ability to visit other sites as and when required.	A/I

* A = Application Form D = Documentary evidence I = Interview T = Test

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
June 2024	Yes - New	B Caffrey HOS
March 2026	Yes – wording amends aligned to service	Steph Logue, Wellbeing & Prevention Team Leader