JOB DESCRIPTION	
Job Title	Community Parenting Support Practitioner
Portfolio	Social Services
Service	Early Years and Family Service
Reports to	Community Parenting and Empowering Parents, Empowering Communities (EPEC) Manager
Location	Westwood Family Centre, Buckley (requirement to work at any Council or community location)
Job Reference/ID Number	NEW

Job Purpose

You will deliver community-based volunteer-support for parents in Flintshire and contribute to the development of programme and services that provide universal and specialist support for families and children.

You will build trusting relationships with a team of trained volunteers providing effective oversight, support and development opportunities that meets their needs and supports the sustainability of the programmes.

Principal Accountabilities

1. Promote and deliver a range of community-based interventions including the EPEC evidence based programme and support the Community Parenting and EPEC Manager in ensuring effectiveness. Work directly with parents including facilitation of EPEC parent groups ensuring parents are achieving the outcomes of the programme. Be responsible for the recruitment, and retention for each course. This may involve providing initial support to parents in their own homes on a one-to-one basis.

2. Responsible for the operational delivery of all elements of the programme ensuring effective evaluation tools are utilised and that programme delivery is aligned with EPEC Standards. Organise, plan and prepare group-based support including resources, childcare provision and session cover if needed.

3. Identify and build relationships with potential volunteers in the local community and within parenting groups. Deliver Volunteer training that builds confidence, supports expanded group facilitation and allows volunteers to develop skills that support career development including the accreditation of training.

4. Undertake systematic and organised outreach programmes to engage parents and professionals, raising awareness of EPEC parenting groups. Ensure that the information distributed is inclusive and reaches marginalised and underrepresented communities and meets quality standards. Develop and maximise potential for use of social media and creative outlets for communication with families and organisations.

5. Support volunteer PGL's, undertake practice observations and feedback and provide bi-weekly meetings to paid and unpaid workers adhering to policy guidance, quality standards and EPEC recommended good practice, ensuring equality and diversity within the PGL team.

6. Provide direct support to individual volunteers as well as groups in order to deliver efficiently run EPEC groups that meet its aims and objectives. Ensure processes are adhered to, including the oversight of community hiring and risk management arrangement, and resources for programme delivery. Manage, prepare and provide weekly resources for all PGLs delivering courses to groups of parents in simultaneous venues.

7. Collect and record evaluation reports and required monitoring data for EPEC groups in line with local and national project milestones and quality standards. Ensure records are up to date and information is shared with the Community Parenting and EPEC Manager as appropriate.

8. Contribute to the development of community-based interventions that support emerging needs and themes for families and children. Use effective frameworks and guidance to support the progression of new programming.

9. Represent Flintshire EPEC at local events as required for learning and sharing opportunities. Develop & maintain effective links with partner organisations e.g. Primary Schools, Universal Health staff, Community based play groups, local 3rd sector organisations.

10. Perform the role in compliance with policies and procedures including data protection, confidentiality and the Quality Standards for a Local EPEC Hub. Keep up to date with good practice, current legislation and Service, Portfolio and Council policy, practice and initiatives.

11. Actively promote equality, diversity and inclusion both within the organisation and in the services provided, and act in a manner consistent with these principles. Ensure diversity is recognized, valued and taken account of in all aspects of service provision, and is clearly demonstrable in project literature, reports and plans.

12. Undertake training as is deemed necessary to improve service delivery and knowledge in accordance with the Service and Council's training policy and framework.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility at the time of writing.

Supervision/Management of People
Bi-weekly oversight meetings of EPEC Volunteer Parent Group Leaders (Up to 8)
Employment Checks/Specific Requirement i.e. DBS
Enhanced DBS. This role involves driving regularly and a full driving license is required along with access to a vehicle.
Special Working Conditions

Periodically the post holder will be required to undertake training which may involve overnight stays as required by the EPEC programme license holder and to meet contractual requirements.

This role will require work outside of normal working hours including evening and weekend work to meet the demands of the service.

Person Specification

The person specification sets out the skill, knowledge and experience that are considered to be necessary to perform the role and will be used in short-listing both at application and interview stage. It is therefore important that you demonstrate on your application how you meet all of the essential requirements.

Academic/ Professional Qualification	**Essential / Desirable**	**How this will be assessed?**
Parenting Level 4 qualification e.g. Work with Parents, CCPLD or similar	Essential	Application form
Trainer for Parenting Programmes e.g. EPEC Being a Parent	Desirable	Application
Knowledge and Experience		
Trained in or knowledge of evidence-based parenting programmes	Essential	Application/Interview
A knowledge and understanding of the range of organisations and individuals working with children and young people and awareness of roles and responsibilities of other professionals in relation to children & families.	Essential	Application / Interview
Knowledge & understanding of evidence-based parenting interventions and the impact for children.	Essential	Application / Interview
Understanding of the physical, intellectual, linguistic, social and emotional growth and development of babies, children and young people.	Essential	Interview
Knowledge and experience of the legislation and best practice, and family learning applicable to working with volunteers and families including relevant safeguarding policy and legislation.	Essential	Application / Interview
Experience of working with stakeholders and partner agencies.	Desirable	Application / Interview
Experience of facilitation/delivery/presenting to a wide variety of audiences.	Desirable	Application / Interview

Experience of working with parents/carers/children.	Desirable	Application / Interview
Experience of supervising volunteers and observing practice.	Desirable	Application / Interview
Skills		
Demonstrate excellent interpersonal and communication skills and the ability to interact and engage with children, and their families and key partners.	Essential	Application / Interview
Ability to work independently to meet the goals of the programme, being flexible and responsive.	Essential	Application / Interview
Ability to manage time with low level support and to prioritise work in a busy environment.	Essential	Application / Interview
Demonstrate high level of organisational skills including time management and attention to detail.	Essential	Application
The ability to keep professional, accurate and timely records.	Essential	Application
Effective communication skills both written and spoken.	Essential	Application / Interview
Ability to work effectively as a member of a team.	Essential	Application / Interview
Excellent digital literacy skills e.g. Microsoft Office	Essential	Application
Demonstrate the ability to facilitate supportive and collaborative work with parents offering healthy challenge where needed.	Desirable	Application / Interview
Flintshire County Council Core Behavioral Competencies	**Essential**	**How this will be assessed?**
Customer First: Understand our customers (internal and external) and deliver high quality services to meet and exceed their expectation.	Essential	Application/Interview
Working Smarter: Being clear about what we are expected to deliver in our jobs and having the skills, motivation, enthusiasm and commitment to work effectively.	Essential	Application/Interview
Working Together/Partnership: Building and maintaining positive relationships in order to deliver better services for our customers and employees.	Essential	Application/Interview
Communication: Ensuring we understand each other, respect each other express and share ideas and information clearly.	Essential	Application/Interview
Change: Adapting to change and introducing better ways of doing things, through generating ideas and seeking out the best way to deliver our service.	Essential	Application/Interview
Leading and Managing: Leads and motivates self and others to continually improve performance.	Essential	Application/Interview