

## Post Specification

<b>Date</b>	<b>March 2025</b>
<b>Post Group Number</b>	<b>8529</b>
<b>Post Title</b>	<b>Start for Life Implementation Lead</b>
<b>Job Family</b>	<b>People, Care and Development</b>
<b>Job Family Role Profile</b>	<b>PCD12ii</b>
<b>Final Grade</b>	<b>12</b>

**To be read in conjunction with the job family role profile**

### Service Area description

The Cumberland Family Hub funding is from the DFE Family Hub Transformation Fund, supported and delivered by the Family Help and Prevention Service in Cumberland.

Family hubs are a place-based way of joining up locally in the planning and delivery of family services. They bring services together to improve access, improve the connections between families, professionals, services, and providers, and put relationships at the heart of family support, offering a one stop shop for families.

Family hubs offer support to families from conception and two, and to those with children of all ages, which is 0-19 or up to 25 for those with special educational needs and disabilities (SEND), with a great Start for Life offer at our core. To ensure we have an offer available to all families whether working or not, our availability will take into account being open on evenings and weekends.

### Purpose of this post

To support the implementation and delivery of a high quality and inclusive 'Start for Life' core offer of early years services and support through Cumberland Family Hubs

To prioritise the involvement of children and families in shaping the 'Start for Life' offer and its ongoing development

To develop and support the implementation of multi-agency referral pathways for children with emerging needs by working in an integrated way with our early years partners

To support the collation and analysis of early years data in order to inform service planning and to contribute to performance reporting

To contribute to a holistic and interactive quality assurance process for Start for Life Services

To contribute to the training and development programme resulting from audit themes.

Provide management and direction to 'Start for Life' lead workers, and others as required, to ensure the right support is available to the right families at the right time

### Key job specific accountabilities

#### Development of Family Hubs practice

- Support the development of a comprehensive, high quality 0-5 offer to be delivered from the Family Hubs

- Work in partnership with multi-agency partners to ensure robust integrated targeted pathways of support for children aged 0 – 5 are embedded
- Model good practice in relation to the delivery of Start for Life and Family Hub activities
- Maintain an excellent knowledge of Early Years legislation, Start for Life best practice and Early Help services locally, regionally and nationally
- Deploy resources flexibly to deliver excellent outcomes for children and their families and achieve optimal value for money overall

#### **Contribution to performance and quality assurance activity**

- Work with the Family Help and Prevention Managers and Senior Manager to develop the Family Hubs data system and scorecard
- Analyse the outputs and outcomes of data and performance to draw out themes to inform the ongoing training and development plan for individual staff members and for staff teams
- Participate in cross-service analysis, audit and evaluation and contribute to the Family Help Improvement Plan and workforce development plan, and the Early Years Strategic Plan

#### **Co-ordination, oversight and accountability for the performance of the Family Hubs**

- Manage all aspects of the work of the Start for Life and Perinatal Mental Health Lead(s). This will include all HR processes in respect of those staff.
- Be accountable, with the *Strategic Lead: Early Years and Start for Life Transformation*, for any and all statistical returns to central Government departments, regional and local agencies as required by legislation and any local agreements. Ensure all national guidelines are followed.
- Ensure any statutory elements of the services are delivered as a priority and that performance is monitored against a rigorous framework, including the Family Hubs scorecard.
- Be jointly responsible for the improvement of the performance of the Family Hubs Team against bench-marked regional and national performance, aiming for excellence.

#### **Co-ordination and facilitation of the Family Hubs Governance Arrangements**

- Contribute to the Family Centre Parent Carer Champions groups
- Provide the Operational Family Hub steering group with reports and data as required
- Support the recruitment and development of Parent Carer Champions for each Family Hub, ensuring that families with diverse lived experiences are fully welcomed and supported

#### **Training across the Partnership**

- Be part of the team delivering multi-agency training relating to Start for Life services and other aspects of support for young children and their families
- Be a source of advice to partners about Start for Life, their roles and responsibilities and support them to deliver effective Family Help in line with those agreed responsibilities

## Safeguarding and Child Protection

- Comply with all safeguarding and child protection policies and procedures
- Support the development of the understanding of these policies and procedures within the Family Hubs

**Please note annual targets will be discussed during the appraisal process**

### Key facts and figures of the post

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"><li>•</li></ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"><li>• To provide support and line management of identified staff.</li><li>• Approx 2-6 staff</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>• To undertake such other duties and responsibilities commensurate with the grading and nature of the post.</li></ul>

### Essential Criteria - Qualifications, knowledge, experience and expertise

#### Qualifications

- A relevant qualification at NVQ level 4 or above within the field of childcare, education, health or equivalent along with substantial working experience in this area of work.
- Evidence of further professional development

#### Knowledge

- Understanding of relevant policies, statutory guidance and legislation relating to children, young people and their families including safeguarding and child protection
- Working knowledge of the Early Years Foundation Stage, Healthy Child Programme and other early years frameworks
- Knowledge and understanding of the factors that contribute to child and infant wellbeing, and the importance of early attachment
- Demonstrate significant understanding of relevant research evidence that highlights effective intervention with families.
- Understanding of Equality and Diversity issues
- Awareness of Health and Safety requirements

#### Experience

- Experience of early years working with very young children and their families including providing support that enhances the home learning environment
- Experience of leading and developing effective early years projects
- Experience of working with other agencies and partners to improve outcomes for children
- Experience of monitoring performance and addressing shortfalls.
- Developing services with the involvement of children, young people and their families.
- Experience of managing others.

#### Skills

- Ability to use IT appropriately to support management function.
- Ability to source, collate and analyse data
- Ability to work independently but also as an effective team member
- Ability to think creatively and innovate
- Ability to engage with national developments and networking opportunities
- Professional integrity, reliability and consistency
- Ability to work under pressure and emotional stress effectively

## Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.
  - DBS Enhanced - Children

## Job working circumstances

<b>Emotional Demands</b>	Minimal
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<b>Physical Demands</b>	Minimal
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<b>Working Conditions</b>	Post is required to be based in the Family Hub building identified and requires travel throughout Cumberland
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## Other Factors

Flexible working hours to ensure the needs of our families are met including some evening and weekend work.

Able to drive and have access to a vehicle.