



Job description	
Job title	Family Hubs Parenting Coordinator
Grade	Grade M
Directorate	Children's Service
Section/team	Early Help and Prevention
Accountable to	Family Hub Transformation Manager
Responsible for	Family Hub Parenting Practitioners
Date reviewed	March 2023

Purpose of the Job

Under the support and guidance of the Family Hub Transformation Manager and Family Hubs Parenting Lead, this post will be responsible for developing the Parenting/Home Learning Environment offer in Family Hubs and other settings across the borough in order to raise standards and improve outcomes for children and young people, including meeting the government requirements associated with the National Family Hubs Programme. The Co-ordinator will manage and co-ordinate the delivery of Parenting Support and manage Parenting Practitioners to ensure the quality of parenting provision. The post holder will be responsible for developing a parenting pathway integrating the home learning environment offer for parents of children 0-19 (up to 25 for those children with SEND). The post holder will be pivotal in developing relationships with third sector organisations delivering parenting support.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To manage and support Parenting Practitioners to deliver parenting support programmes across the continuum of need.
2. To be the central point of contact for coordination, advice, and guidance to practitioners, and to develop relationships with partners to ensure the parenting/home learning environment offer is maintained, up to date and accurately reflects the needs of parents.



3. To centrally co-ordinate the multiple offers of parenting courses/HLE support available across the Family Hubs, and to map the spectrum of provision from light touch support to intensive accredited programmes.
4. To directly line manage Family Hub Parenting Practitioners.
5. To establish effective working relationships with the Family Hub Partnership and third sector organisations to develop arrangements for delivery and development of parenting support across the borough, in line with national guidance, particularly targeting the most vulnerable families.
6. To support workforce development of staff ensuring staff across all agencies have the skills to deliver high quality parenting support and programmes.
7. To liaise with partners to map current provision and identify gaps in parenting support.
8. To develop a parenting pathway with integrated home learning environment support to be used by all partners within Family Hubs.
9. To engage with families to seek their views, capture their experiences and use that information to enhance and continuously develop the parenting offer in Family Hubs.
10. To facilitate the delivery of the above programmes and also be responsible for quality assurance, monitoring and reporting on the range and effectiveness of the programmes offered to parents, and highlight any opportunities which need to be addressed or commissioned where necessary.
11. To communicate with the multi-agency workforces to ensure they are regularly updated with the parenting offer so that they can refer families for the relevant support needed.
12. To transform the current approach to parenting to offer a universal parenting support tool to all parents in the borough as a preventative tool which promotes family resilience, healthy relationships and improved outcomes for families, children and young people.
13. To co-ordinate and support the delivery of parenting interventions from 0-19 (up to 25 for children with SEND)
14. To deliver parenting interventions and support to families with children/young people who have SEND
15. To scope out an offer of parenting support for families with children/young people who have SEND



16. To support capacity building and leadership of parenting support in Family Hubs and other settings, providing opportunities for contact, information sharing, innovation and dissemination of best practice.
17. To develop strategies for working with parents who are difficult to engage and resistant to using services such as peer support schemes to encourage the parents they work with to mentor other parents.
18. To provide effective day to day management and co-ordination of the parenting resources and budgets, ensuring that they are effectively deployed to achieve the aims of the Family Hub delivery plan.
19. To work closely with the Multi agency Family Hubs Team to strengthen the dissemination of information by developing a communications strategy aligned to 'publishing the offer'.
20. To monitor the take up of parenting courses, ensuring parents remain engaged and complete the courses.
21. Promoting the online Solihull approach to all parents across Family Hubs and monitor take up via the website. To monitor feedback from parents via an online evaluation.
22. To support the ongoing monitoring and evaluation of the impact of parenting programmes and activities in Family Hubs.
23. To complete reports regarding the impact of parenting support in line with Family Hubs governance.
24. To attend meetings, within Family Hubs, across the council and nationally to represent the parenting strand of the Family Hubs programme.
25. To participate in learning and development activities as required.
26. To comply with all the Council's Financial and Contract Procedure rules.
27. To treat information with confidentiality and sensitivity, adhering to the Data Protection Act.
28. Fulfil personal requirements where appropriate with regard to organisational policies and procedures, particularly health and safety, equal opportunities, customer care, emergency evacuation, security, work standards and promotion of the organisation's core values.
29. Abide by the objectives and targets of the organisation, and follow the procedures and practices utilised in all aspects of the work, including computerised and manual systems and the maintenance of relevant records



30. To carry out duties requested by the Executive Director of Children & Family Services.

Health and Safety

- To ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities.
- To use equipment as instructed and trained.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.