

Regional Coordinator – National Centre for Family Hubs

Person Specification

Knowledge and experience

Essential

- Relationships and networks in Local Authorities, Clinical Commissioning Groups (CCGs), and Voluntary Community Sector (VCS) groups within the region(s) applied for;
 - Knowledge of Local Authority policies and systems, particularly related to commissioning and management of Early Help, Children's Services, Education, Social Care, Health, Family Support and/or Youth services;
 - Experience of working with professionals from a variety of backgrounds including mental health, education, local authorities, and the voluntary sector;
 - Knowledge of parent-child relationships, attachment theory, family trauma and adult and/or child mental health;
 - Awareness of UK policies and issues influencing the provision of health and social care services for families with young children, including the Supporting (Troubled) Families, Reducing Parenting Conflict, and Early Years government policies, as well as the specific delivery contexts of Children Centres, youth, and health visiting;
 - Knowledge and experience of project management;
 - Experience of stakeholder engagement, including CCGs, Local Authorities and voluntary sector partners to influence change in policy and practice;
 - An understanding of participant and patient confidentiality requirements;
 - Knowledge of safeguarding requirements for vulnerable adults and children.
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Desirable

- Experience of managing staff;
 - Experience of engaging parents and young people as participants in projects;
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Skills

Essential

- Excellent networking and influencing skills;
 - Excellent communication skills, both written and spoken;
 - Excellent administration and coordination skills;
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- Ability to manage competing priorities amidst pressing deadlines;
 - Good analytic skills;
 - Effective negotiation and stakeholder management skills;
 - Ability to rapidly assimilate and utilise policy and practice information relating to a broad spectrum of disciplines related to Family Hubs (Early years, children’s services, youth, parental support, etc.);
 - Ability to contribute to a collaborative team culture;
 - Ability to think and plan strategically, translate plans into actions and balance risk against benefits to achieve positive outcomes.
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Other requirements

Essential

- Understanding of and commitment to equality, diversity and inclusion;
 - A strong interest in developing the family mental health and wellbeing field;
 - Commitment to continuous professional development;
 - Commitment to the Centre’s policies and procedures, particularly equal opportunity, and child protection;
 - Commitment to co-production with experts by experience;
 - Commitment to working in a culturally-informed way and to prioritising and valuing equality, diversity and inclusion;
 - Good IT skills particularly Microsoft Word, Excel, Outlook and PowerPoint;
 - Ability to manage own workload and prioritise conflicting deadlines with little supervision;
 - Proactive approach to problem solving;
 - Ability to work well under pressure;
 - Tact, diplomacy and confidentiality;
 - Ability to work independently and as part of a team.
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June 2021

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