

Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

## **JOB SPECIFICATION**

<b>Title:</b>	Home-Start Project Manager
<b>Employer:</b>	Home-Start Cymru
<b>Location:</b>	Home with various <u>with regular travel across the Pembrokeshire region on a regular basis</u>
<b>Responsible to:</b>	Locality Manager
<b>Responsible for:</b>	All Home-Start Cymru staff within designated region
<b>Hours:</b>	32 to 37 to be agreed upon with the successful candidate depending on availability.
<b>Salary Band &amp; Salary:</b>	£23,243.24 – £26,875 depending on contracted hours agreed. <i>Band 2 – Mid Point: £26,875(FTE)</i>

### **Home-Start Cymru**

Children need happy, healthy homes in order to thrive. Being a parent of young children is challenging at the best of times. Families face more pressures than ever, with many parents finding the practical and emotional demands overwhelming. That is when Home-Start Cymru can help. A carefully selected volunteer visits regularly to offer emotional and practical support.

Home-Start Cymru works with families with young children through a volunteer-led, home-visiting model of support. We combine the strengths of our network of community-based volunteers across Wales with our professional expertise in the early years. We are there for parents when they need us most, because childhood cannot wait.

Our vision is that every family in Wales has the opportunities and support they need to give their children the best start in life. We aim to achieve this through our delivery, supporting parents - reaching out early, providing volunteer support that empowers them and enables children to thrive. Our team of Wales-wide volunteers provide support for in the region of 800 families and 2000 children each year.

Our volunteers are drawn from the communities in which they support, and the work we do not only helps parents and children, but makes a vital difference to strengthening communities.

Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

## **JOB DESCRIPTION**

### **Purpose of the Role**

As Project Manager you will work closely with the Locality Manager/Operations Manager to lead, supervise and motivate a team of local staff to deliver family support outcomes in your area. You will ensure high standards of professional practice in ensuring the delivery of the service in line with the ethos of Home-Start Cymru.

This requires an excellent understanding of the issues facing families in your area and how our support can help. It is also essential to fully understand HSCs vision, values and standards, to ensure front line operational delivery is aligned to strategic aims and expectations.

### **Key Responsibilities**

#### **Organizational Standards, Culture & Core Values**

- Have an excellent working knowledge of HSC's Strategy, Vision, Policies and Procedures and manage the local team to operate in line with them at all times.
- To ensure the effective day to day management of the local staff team is in accordance with the Home-Start Memorandum & Articles of Association, the Home-Start Standards & Methods of Practice, the Home-Start Agreement and Quality Assurance Standards.
- To understand and act in accordance with our agreed behaviours framework in everything they do in the course of their employment
- To lead and champion all elements of our behaviours framework, and ensure they address any breach of these appropriately

#### **Service Delivery, Quality Monitoring & Safeguarding**

- Carry a caseload of families and/or volunteers, working directly on the coordination of support for referred families.
- Ensure local projects deliver against expected outcomes on existing contracts, contributing to maintaining strong local funder relationships
- Ensure delivery of local services take place in line with Home-Start Cymru systems and processes, including: referrals, assessment of need, matching, reviews, data collection, supervision, recording information, and safeguarding.
- Ensure relevant data is collected and service outcomes are recorded and evidenced in support of funder and organisational reporting.
- Ensuring appropriate assessment of each case is conducted prior to deciding on accepting referrals.

Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

- Attend and contribute to meetings, keeping the regional team informed and aware of relevant issues.
- Support the Line Manager with the monitoring and quality assurance of local delivery ensuring consistency of practice
- Work with the Line Manager to bring the experiences of local families alongside your operational experience to inform service development and improvement
- Contribute to creative and innovative service development that is responsive to service gaps and changing needs within the local community
- Fully understand our safeguarding policy, processes and standard practices.
- Ensure the safeguarding and child protection policies are implemented and adhered to.
- In conjunction with the Head of Operations, and supporting the senior management team and board of trustees, undertake regular audits of local Safeguarding practice

#### **Volunteer Coordination, Development & Support**

- Matching and introducing volunteers to families.
- Providing support, supervision and initial and on-going training opportunities for volunteers.

#### **Collaboration, Networking & Business Development**

- Positively promote and support the engagement of local families and volunteers in your area with the work of Home-Start Cymru
- Live the values of Home-Start Cymru
- Uphold and work within Home-Start Cymru policies and procedures
- Participate and assist in activity that supports Home-Start Cymru's overall development, including development and review of organisational policies and strategies
- Help make sure resources are used carefully and in cost-effective ways in your local area
- Assist to actively engage with families to capture their feedback, thereby ensuring family voices are heard and integrated into the development and improvement of services and policy objectives.
- Actively promote the organisation, its profile, ethos and practice through presentations and participation in meetings, networking and local/regional events.
- Actively promote the development of Home-Start locally, regionally and nationally.

#### **People Management, Support & Development**

- Support with staff induction and ongoing personal administration.
- Manage local staff performance in line with the performance management system, including:
  - setting of performance objectives

Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

- completing annual appraisals
- identifying training needs and setting targets for continuous positive development
- conduct regular supervisions in line with policy and training
- proactively address issues of underperformance in a timely, robust and constructive manner
- in consultation with the Head of Operations complete timely probation reviews, ensuring quality and consistency
- coach and develop staff to continuously develop skills and capabilities.
- Delegate tasks to staff members and monitor through to completion, ensuring clear accountability for actions.
- Hold regular team meetings and provide forums for staff to raise issues and collaborate on finding creative and supportive solutions
- Support the Senior Leadership Team in communicating important information and giving guidance and direction
- Inspire, motivate, and positively influence all supervisees to achieve their best and fulfil the expectations of HSC.
- Deliver a proactive approach to Equality, Diversity and Inclusion (EDI) ensuring an accessible and inclusive work environment.
- Take reasonable steps to ensure the health and safety of yourself and other persons at work
- Support volunteer recruitment, development, training, and supervision procedures where required.

### **Equality, Diversity & Inclusion**

At Home-Start Cymru we are committed to shaping an environment where everyone is valued and respected. As part of our team, you will be expected to understand and support the principles of equality, diversity, and inclusion (EDI) in all aspects of your work. This includes promoting fairness and equality of opportunity, respecting and celebrating differences, and actively contributing to ensuring we consider each other's experiences and views. By embracing EDI principles, we can better support each other, and the families we serve and create positive change together.

The job holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the role as detailed above.

In consultation with the post holder, this job description is liable to variation by Home-Start Cymru to reflect actual, contemplated or approved changes in/or to the job.

Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

## PERSON SPECIFICATION

	Essential	Desirable
<b>Education and Qualifications</b>		
City and Guilds Leadership and Management of Children's Care, Play, Learning and Development: Practice, level 4, or willing to reach that level (with support from Home-Start Cymru) within an agreed timeframe, or equivalent in a relevant subject	X	
A formal leadership/management qualification		x
<b>Experience</b>		
People management and development experience with a commitment to fostering employee wellbeing	X	
Experience of working in a management position within the third sector and a working knowledge of key Safeguarding and Data Protection regulations	x	
Experience of digitally engaging with clients	X	
<b>Skills and Knowledge</b>		
Able to negotiate, influence and successfully manage teams through change	X	
Strong people management skills, with an ability to inspire motivate and gain the respect of colleagues and external stakeholders	X	
Knowledge and understanding of the Voluntary Sector and Local Authority structures	X	
Knowledge and understanding of the Early Years, Family Support and Children's Services Sector in Wales	X	
Excellent communication and presentation skills, both written and orally, able to adapt style in various situations and with a range of audiences,	X	
Excellent interpersonal skills, able to identify, establish and nurture productive internal and external relationships, partnerships and networks	X	

Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

Able to professionally represent the organisation to a broad range of stakeholders locally, regionally and nationally	X	
Strong project management skills with an ability to lead a project through from inception through to successful completion and delivery of outcomes	X	
Knowledge of management information and project reporting systems	X	
A self-starter with an adaptable and flexible approach, able to manage multiple tasks simultaneously and work under pressure and at pace to meet deadlines	X	
Effective decision-making skills, able to develop creative solutions that overcome challenges and improve organisational performance	X	
Good oral and written bilingual (Welsh/English) communication skills (essential/desirable depending on location)		X
<b>Other</b>		
Understanding of the management of information technology in the workplace	X	
Demonstrable commitment to the values and principles of the UNCRC	X	
Demonstrable understanding of and commitment to equality and diversity, health and safety and safeguarding	X	
A flexible approach to work, with the willingness to work some evening or weekend work and occasional residential training	X	
A commitment to modelling the behaviours which exemplify the values of the organisation	X	