

Kent County Council

Job Description: *Families First Project Manager*

Directorate:	Children, Young People and Education
Unit/Section:	CY – CDO/ Families First Programme Team
Grade:	KSI
Responsible to:	Families First Programme Manager

Purpose of the Job:

Kent County Council is looking to recruit a Families First Project Manager for a 12-month contract role (full-time and hybrid working), with a potential extension.

The purpose of the role is to form part of the Families First Programme team, working alongside a Programme Manager, Project Managers and Project Officers and multi-agency stakeholders (Police, Education, Health, etc). This role will lead on management of the programme support functions; governance, planning and scheduling, risk, issue and dependency management, reporting and monitoring, documentation and version control, stakeholder and communications support, change control, benefits management support and coordination, to ensure that Children Services are set up as a single integrated system that supports the wellbeing of and protects all children from significant harm, inside and outside of the home.

The role will be agile in adapting to the needs of the programme and will work closely with the Families First Programme Manager, Workstream Leads and stakeholders to ensure that robust plans are in place to deliver the programme and meet the national statutory guidance for Families First to a developed model by April 2027.

The Project Manager will have oversight of the maintenance, co-ordination and monitoring of both the Department for Education delivery plan and the Kent Families First project plan establishing governance and equality frameworks, systems and processes, undertaking risk management activity for the programme and ensuring the delivery team and workstream leads are organised and remain within budgets and programme timescales.

Main duties and responsibilities:

- Apply a structured understanding of scope, dependencies, risks and issues to inform decision-making, sequencing and delivery across the Families First programme.
- Support the Programme Manager to ensure robust, joined up and effective governance frameworks and documentation and to ensure compliance with relevant legislative arrangements e.g. Key Decisions, DPIA, EQIA, Risk Management, Common Assessment, Data Sharing agreements.

- Develop and regularly review core documentation (e.g. Terms of Reference, Decision Logs, Agendas) to ensure accountability and assurance.
- Prepare and maintain required management reports, including oversight of the Department for Education Delivery Plan and the Families First Project Plan. Produce clear, regular reports for stakeholders at all governance levels, tailoring communications to meet the needs of each audience.
- Support project financial management, including budget planning, forecasting monitoring and requisitions to ensuring effective use of resources. Work with internal and external data and analytic leads to meet programme and monitoring deadlines and deliver Families First outcomes.
- Apply the programme's Theory of Change to articulate outcomes, benefits and measurement approaches, supporting benefits management and continuous improvement.
- Champion a learning-focused approach to programme delivery, ensuring feedback, insight and learning are used constructively to strengthen delivery, improve ways of working and build capability within the team.
- Build and maintain strong collaborative working relationships with internal professional functions, workstream leads and external multi-agency partners, supporting effective joint working and programme delivery.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Families First Project Manager*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree or relevant experience • Recognised Project Management qualification or willingness to work towards further relevant qualifications
EXPERIENCE	<ul style="list-style-type: none"> • Experience of managing projects within Health and/or social / care services, in Children and Young people services • Experience on leading in change and transformation activity or programmes/projects, using an iterative design approach • Experience of joint working and working in multi-agency partnerships at a local level with demonstrable examples of effective multi-agency delivery (e.g., Police, Education, Health). • Experience of managing multi-stakeholder relationships and supporting junior staff • Managing budgets and forecasting • Previous experience of presenting reports and participating in meetings with Senior Officers
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Strong change and project delivery capability, using structured planning and iterative design to manage and implement change effectively, supported by robust initiation, scoping and active management of dependencies, risks, issues and evaluation. • Ability to work at pace with adaptability and a flexible approach, maintaining excellent organisation and coordination in a fast-moving programme with tight deadlines. • Ability to build strong, collaborative relationships across organisational and professional boundaries, with excellent verbal and written communication, strong negotiation skills and the confidence to challenge appropriately at all levels. • Excellent presentation skills with the ability to communicate information effectively through verbal briefings, dashboards, slides and written summaries; skilled in analysing complex data and using Power BI to translate insights into accessible dashboards, visuals and clear written communication. • Ability to think creatively and strategically with strong problem-solving skills, initiative and the ability to work independently to make progress and decisions within agreed parameters. • Ability to coach and support junior staff to build delivery, analysis and reporting skills.
KNOWLEDGE	<ul style="list-style-type: none"> • Good working knowledge of legislation relating to the

	<p>Children, Early Help, and Health</p> <ul style="list-style-type: none"> • Strong understanding of Children’s Services and partner agencies. • Good general knowledge across a broad range of the Council’s services in order to ensure that proposals are consistent with the Council’s overall policies and directives • Detailed understanding of a range of project and change methodologies., including Theory of Change (ToC). • Working knowledge of Data Protection and Information Governance frameworks.
<p>KENT VALUES AND CULTURAL ATTRIBUTES</p>	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>