

# Kent County Council

## Job Description: Family Hub Community Development Officer

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<b>Directorate:</b>	<b>Children, Young People, and Education</b>
<b>Unit/Section:</b>	<b>Integrated Childrens Services</b>
<b>Grade:</b>	<b>KSE</b>
<b>Responsible to:</b>	<b>Family Hubs District Manager</b>

### **Purpose of the Job:**

Outreach work is key to the Family Hub model and will be delivered across Kent based on where families need support the most. Outreach is a community-based offer, delivered from non-Family Hub buildings, such as libraries, community centres, or within a community space such as parks.

Effective outreach will enable wider reach to more isolated and/or vulnerable communities by having greater flexibility in responding to need and not being tied to a physical building.

The role of Family Hub Community Development Worker will build and support the outreach offer across a district locality. It will identify and facilitate venues for frontline practitioners and partners to work together in a range of locations, and support community engagement and co-design opportunities to further shape and inform the Family Hub offer.

### **Main duties and responsibilities:**

1. To support the development of the Family Hub outreach offer in the district.
2. To develop and strengthen community engagement opportunities within the district so that children, young people, and families can access the Family Hub offer and contribute to co-design.
3. To deliver initiatives that develop family and community resilience and sustainability including the district co-ordination of volunteers, Family Coaches, and peer to peer support.
4. To co-ordinate the district Family Hub Network's outreach offer so that the Family Hub Network District offer is comprehensive, complementary, timed appropriately to enable good coverage and responds to changing needs.
5. To ensure Public Health campaigns and activity is evidenced and effective across the district Family Hub Network.
6. To support a range of partner, charity, and voluntary organisations to develop their knowledge, skills and understanding in delivering Family Hub early help services, as defined in Working Together to build an effective Family Hub Network.

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: Family Hub Community Development Officer

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Level 3 Diploma (or equivalent) in Childcare, Youthwork, Health and Social Care or a relevant field, or evidence of relevant and substantial experience
<b>EXPERIENCE</b>	Experience of building relationships and working with partner organisations and services  Experience of participation and engagement activity with children, young people and families, including the seldom heard  Experience of co-ordinating and organising volunteers and peer support groups  Experience of working in a multi-agency environment
<b>SKILLS AND ABILITIES</b>	Ability to work effectively as part of a team and self-directed.  Ability to communicate effectively with children and their families, and partner organisations and build trusting relationships.  Ability to plan, deliver and evaluate effective participation and engagement opportunities.  Organisational and co-ordination skills
<b>KNOWLEDGE</b>	Knowledge of services, topics and issues relating to Family Hubs, SEND (Special Education Needs and Disabilities), families, parents, children, and young people.  Sound knowledge of KCC's safeguarding procedures  Understanding of the impact of inequality and deprivation on outcomes  Understanding of equality and diversity principles  Knowledge and understanding of policy and practice developments relevant to children and young people in line with Integrated Children's services Quality Assurance.
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<b>Kent Values:</b> <ul style="list-style-type: none"><li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li><li>• We are <b>curious</b> to innovate and improve</li></ul>

- We are **compassionate**, understanding and respectful to all
- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

**Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile

**Curious** - constantly learning and evolving

**Compassionate and Inclusive** - compassionate, understanding and respectful to all

**Working Together** - building and delivering for the best interests of Kent

**Empowering** - Our people take accountability for their decisions and actions

**Externally Focused** - Residents, families and communities at the heart of decision making