

Kent County Council

Job Description: Families First Project Manager

Directorate:	Children, Young People and Education
Unit/Section:	CY – CDO/ Families First Programme Team
Grade:	KR11
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 Officer and multi-agency stakeholders (Police, Education, Health, etc). This role will lead on management of the programme support functions, 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 to ensure that robust plans are in place to ensure the programme is delivered to 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:

- Manage a range of complex projects, developing a comprehensive project plan and communication plan to ensure that all actions from inception to completion, accountabilities, financial management of budgets and timescales are defined in liaison with key stakeholders.
- Develop effective systems and support processes for collaboration across programme workstreams. Identify, record and proactively manage interdependencies with other projects and programmes.
- Lead on effective risk management, ensuring that any risks relating to the delivery of the Families First programme are captured in a risk log and escalated to the Families First Programme Manager and SRO.

- 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, effective governance and assurance of the programme.
- Work alongside relevant internal and external data and analytic leads to ensure programme and monitoring deadlines and Families First outcomes are met. Support the compilation of required management reports, including responsibility for the management and maintenance of the Department for Education Delivery Plan and Families First Project Plan.
- Support the Programme Manager and Finance Lead with the planning and monitoring of project budgets, forecasting and requisitions to ensure tight finance control and effective use of project resources and expenditure.
- Where required, support the development of business cases for projects, to reflect the requirements of any external funding and to ensure the appropriate development of Family Hub services.
- Drive continuous improvement including capturing lessons learnt from gateway reviews, preparation of policy and procedure notes and other guidance.

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 • Experience of joint working and working in multi-agency partnerships at a local level • Experience of managing people and teams • 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"> • Ability to work at pace, while being adaptable and having a flexible approach, the Family Hub programme is a fast-paced programme with tight deadlines and timescales. • Excellent communication skills (both verbal and written) to communicate with people at all levels • Excellent presentation and negotiation skills • Ability to think creatively and strategically • Ability to manage and deliver change appropriately • Ability to build relationships across organisational and professional boundaries and to work collaboratively • Ability to analyse and interpret complex data and knowledge of Power BI • Ability to challenge accepted ways of working • Excellent organisational and co-ordination skills • Ability to meet strict deadlines and targets • Ability to effectively plan and implement projects • Project initiation, implementation and evaluation skills
KNOWLEDGE	<ul style="list-style-type: none"> • Good working knowledge of legislation relating to the Children, Early Help, and Health

	<ul style="list-style-type: none"> • 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. • 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>