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**Job Title: Family Support Coordinator**

Hours: 35hrs, worked flexibly to suit PEEK’s hours of operations (8am-8pm)

 Occasional weekend work will be required

Based at: PEEK Office – The Legacy Hub, 301 Springfield Road, Glasgow G40 3LJ

Flexibility around homeworking in line with Government guidelines and PEEK policies

Salary: £24,697 - £27,060

Pension : 6% Employer Contribution

Annual Leave: 20 days A/L, 14 days P/H, 1 personal day and 1 Birthday

Reports to: Wellbeing Development Manager

As the Family Support Coordinator you will have experience of delivering wellbeing focused programmes addressing food and fuel poverty and promoting physical and mental wellbeing as well as positive family and community relationships. You will have experience of planning and delivering impactful sessions that are inclusive, accessible and developmental. You will be a strong people manager with demonstrable line management experience.

The Family Support Coordinator will work across #TEAMPEEK and will engage with delivery partners including schools to support children, young people and families in programme delivery across Glasgow. You will work closely with your team to develop and implement a delivery plan and targets to enable children, young people and families to ‘play’, ‘create’ and ‘thrive’.

We are looking for high performing individuals who lead by example and are committed to working within PEEK’s organisational values; Compassionate, Dignity, Excellence, Integrity and Respect.

**SUCCESS CRITERIA**

**PLANNING AND DELIVERY**

1. Engage with families to assess their support needs and coordinate with the wider #TEAMPEEK and partner organisations to provide the best support possible in line with PEEK’s mission and vision, signposting where necessary;
2. Plan and deliver a wellbeing programme ensuring content is suitable to the age, physical, emotional and social ability of all participants and is in line with health and safety standards, healthy eating guidelines and national governing body standards;
3. Support young people and families to achieve qualifications e.g. Arts Awards, Hi-5 Awards, Youth Achievement Awards, etc;
4. Collaborate with wider #TEAMPEEK colleagues to support the development and implementation of a delivery plan and targets;
5. Support the protection of children, young people and families by following PEEK’s Child Protection and Vulnerable Adults policies and procedures at all times;

**PEOPLE MANAGEMENT**

1. Lead a small team and collaborate with wider #TEAMPEEK colleagues to develop and implement a delivery plan and targets for their program of delivery using performance and evaluation data;
2. Lead and manage your team in line with the organisations policies and standards;

**MONITORING AND EVALUATION**

1. Lead regular evaluation reviews of programme delivery ensuring the continuous improvement of our services for our children, young people, families and other stakeholders;
2. Ensure all data recording including information on children, young people, families and partners is captured accurately enabling robust impact assessment, delivery of funding agreements and the effective use of our resources;

**PARTNERSHIP WORKING**

1. Establish and maintain relationships with local partners, schools & networks reaching all children, young people and families who need us most;

**FINANCE, FUNDING AND FUNDRAISING**

1. Support the Wellbeing Development Manager in setting annual programme budgets and operate in line with the standards set out by the organisation;

**PERSON SPECIFICATION**

**ESSENTIAL CRITERIA: Behaviours and Attitudes**

Have a positive can-do, will do attitude and be solution-focussed

Highly organised, with the ability to create plans, work within agreed timelines and follow processes

Excellent people skills, able to work collaboratively and flexibly with a diverse team and build positive working relationships

Use own initiative and work independently as well as part of a team

Ability to apply and adapt to different communication styles striving for an inclusive approach

Discretion when dealing with confidential information such as HR or Safeguarding

Commitment to working in a values-based culture including non-discriminatory and equal opportunities practice

**ESSENTIAL CRITERIA: Skills, Knowledge and Experience**

Understanding of food insecurity and poverty and how this impacts children’s development.

Minimum of 2 years’ experience of working directly with children, young people and families in schools and/or community settings.

Minimum of 2 years’ experience of developing, coordinating and leading programmes, services, processes and systems to achieve outcomes, individually and as part of a team.

Experience of building positive relationships with colleagues, children, young people, families and professionals.

Experience of conducting and working with Risk Assessments.

Experience of multi-tasking, working calmly under pressure and managing workload as well as supporting others to manage their time.

Experience of monitoring and evaluation of programme delivery using data to produce high quality reports.

Experience of working in a values-based culture and leading with integrity, compassion and dignity.

Adaptable and flexible to suit the needs of the organisation.

Knowledge of social media channels and using them to communicate and engage with the public.

**ESSENTIAL CRITERIA: Qualifications and Training**

Be in possession of PVG membership or willing to become a member.

Be in possession of a valid UK driving license.

Training relevant to the role such as such as support & supervision, leadership & management and quality improvement.

**DESIRABLE CRITERIA: Qualifications and Training**

Be in possession of a relevant certificate, diploma or degree qualification.

Be in possession of a Level 2 Food Hygiene certificate or be willing to work towards one within first six months of employment.

*This job description is an outline of the role and is not an exhaustive list of all possible duties and responsibilities. The post-holder will be expected to carry out any reasonable duties as requested by PEEK.*