



Old School Rooms: Clapton Park URC
FAMILIES MANAGER – FAMILIES PROJECT

JOB DESCRIPTION

Job Title:	Families Manager - Families Project
Responsible to:	Centre Manager
Salary:	£30,000 - £31,2000 (pro rata 24 hrs)
Hours:	24 hours per week
Contract duration:	One year initially. But with view to extension as long as funding continues to be secured after September 2021.

Job Purpose

The Families Manager will lead the 'Families Project' in involving and enabling local parents, families and residents to participate in co-design, volunteer with and deliver activities and services, to meet local needs. To work with the Round Chapel, Old School Room's other community projects and other statutory and voluntary organisations, to ensure our community projects here complement existing services and that activities are delivered that meet the interests and needs of local families. To support and engage harder-to-reach families in the local area by offering appropriate engagement opportunities and targeted outreach.

Duties of the Job

Managing a weekly (term-time) programme of drop-in activities and sessions for local parents and families including:

- Monday Kitchen Club
 - Tuesday and Wednesday Stay and Play session
 - Wednesday Family Lunch
 - Feel-good Wednesday's
 - Messy Play
 - All-Ages-Café Thursday
 - Friday Families Together
1. To plan, manage, monitor and effectively evaluate the weekly delivery of sessions.
 2. To recruit, train, supervise and retain staff members in assisting with the delivery of the weekly programme as well as one-off events.
 3. To recruit, train, supervise and retain volunteers in assisting with the delivery of the weekly programme.
 4. To ensure a high standard of child-centred practice and parent-support is achieved in all activities offered in the weekly programme.
 5. To motivate and empower local parents to design and deliver services for themselves that meet local needs.

Integration of the Families Project with the centre's other Community Projects

6. To work with the Nursery Manager and team to promote and provide positive child-centred learning opportunities across the Families Project which complement and feed in to the Community Nursery
7. To develop an integrated support programme identify ways to work with, and support, parents and families engaged with other community projects that are run or hosted by CPURC including Community Nursery, Clapton Community Drop-in, Urban Table, All Ages Community Café and other community activities.
8. To promote the Round Chapel Families Project and other community activities at the centre through a variety of innovative and creative methods, including effective use of social media.
9. To plan and deliver one-off community engagement events e.g. annual Families Open Day & International Women's Day.

Supporting families in the local community

10. Actively engaging with the local neighbourhood, building relationships and connections with the diverse communities that live within the area of Clapton, Hackney.
11. Enabling families to utilise their own resources and establish methods for adapting to and managing problems in the long-term
12. To help parents increase their understanding of their children's development and potential, empowering them to gain confidence in their role as parents and build better family relationships as well as support networks outside the family.
13. To undertake effective outreach efforts to ensure harder-to-reach families are represented in the Round Chapel Families weekly programme. Offer appropriate sign-posting to other local services.
14. To ensure that the community activities for families are relevant, accessible and inclusive.
15. To identify families with additional needs and signpost and support access to relevant community resources and services.

Development

16. To work with the Development Manager to identify funding opportunities, enabling new work to develop and to support the on-going funding of the families project.
17. To lead on small grants (compile information/ideas and devise budgets) to fund projects and events
18. Manage the project budget, overseeing the monthly management reports and supporting the Centre Manager in setting the annual budget.
19. Set up an ongoing process for reviewing activities and identifying ways to improve and extend them.
20. Undertake monitoring tasks in line with funders' requirements.

Management, polices and reporting

21. The Families Project Manager is line-managed by the Centre Manager.

22. As part of the safeguarding team, you will take on the role of Deputy Safeguarding Lead to ensure that policies and procedures for promoting and safeguarding the welfare of children and vulnerable adults in the building are in practice
23. To ensure the implementation of the Round Chapel, Old School Room's Equality & Diversity Policy in every aspect of your work and positively promote the principles of these policies to service users and other members of the community.
24. Regular reports will be submitted to the Centre Manager and Trustees as requested.

Wider Role

1. To attend team meetings, Away Days/training days and other activities as well as willing to get involved in other events as part of the wider community work.
2. To help build links with the wider voluntary and community sector to promote the work undertaken by the organisation to develop links with other community centres, children's centres etc.
3. Support the team in all aspects relating to supporting the organisation's wider vision of building a stronger community.

Person Specification

Personal Qualities

The Community Development Manager (Families Project) must display the following qualities and experience:

- Experience, knowledge and passion for Community Engagement
- People focussed. Good interpersonal skills. Ability to be friendly and welcoming. Able and willing to relate to a diverse range of people.
- Able to work as part of a team.
- Trustworthy, reliable, tolerant and determined.
- Ability to communicate well orally and via written media with a wide range of people. Good listening skills
- Ability to prioritise and use initiative. Demonstrate resourcefulness and be a clear and strategic thinker.
- Good attention to detail and an organised approach.
- Must be sympathetic to the values of the Christian faith, in its diverse understanding and expression at the Round Chapel, Old School Rooms/Clapton Park URC.

Specific Skills

Essential:

- Community Engagement knowledge and experience
- Must have strong knowledge of safeguarding issues for children and adults
- Experience of working with parents and families
- Experience of delivering activities to young families
- Experience of running community events and activities
- Experience of managing volunteers
- Good general experience of using computers and IT, with experience of Microsoft Office (Word & Excel) as well as good use of social media – Instagram and Facebook
- Experience of working in a team

Desirable:

- Experience of working at a local level in Hackney or East London
- Experience of managing small budgets
- Experience of managing staff
- Experience of fundraising, monitoring and developing new projects
- Experience of working professionally for a community development organisation
- Relevant education or training e.g. NVQ Level 3 (child care and education) or equivalent

Terms and conditions

Unsocial hours: The post holder must be prepared to work some unsociable hours, e.g., to attend some evening meetings.

Salary: Pro rata of £30,000 – £31,200 p.a. (depending on experience). Plus Pension.

Annual leave: Pro rata of 21 days p.a. plus public holidays.

Reports to: Centre Manager. This appointment is subject to satisfactory completion of a 6 month probationary period. Satisfactory completion of the process of the Disclosure and Barring Service is essential for this post.