

Job Description: Parenting Craft Services Officer

- **Location:** Masbro Centre, Hammersmith and Fulham
- **Job Hours:** 36 hours
- **Rate of Pay:** £28,224 to £29,868
- **Accountable to:** Parenting Projects and Performance Manager
- **Supervisory Responsibility:** Parent volunteers

The primary purpose of the role is:

Under the direction of the Parenting Projects Manager, to co-ordinate and facilitate evidence based parenting programmes that meet the needs of local parents, in line with Urban Partnership Group's 'Confident Parent Happy Child' service. To be responsible for all aspects of delivering successful, high quality parenting groups, as well as supporting and empowered parents to become trained as parenting facilitators themselves.

Main duties and responsibilities:

1. To run evidence based parenting groups to parents of children aged 0-18 years across the borough of Hammersmith and Fulham.
2. To undertake outreach parenting support into the community, including social housing estates, schools and community centres
3. To undertake consultation around parenting needs via a range of methods, and feed this into the shaping of the service.
4. To undertake outreach to both parents and other services in order to publicise parenting support groups.
5. To be responsible for the planning and co-ordination of groups, including booking venues and creche staff, undertaking risk assessments, and accessing resources.
6. To undertake monitoring and evaluation of parenting groups, and using this information to shape the provision of services.

7. To specifically ensure the needs of marginalised communities are identified and considered when planning services, and to devise packages of support for these families
8. To undertake assessments of families needs
9. To offer a service that safeguards and protects children and when necessary taking responsibility for ensuring appropriate child protection procedures are followed
10. To involve parents in the planning and delivery of services
11. To identify suitable parents to support as trained parenting facilitators, providing accreditation and ongoing support and supervision for them.
12. To work closely with partner agencies in order to ensure the best outcomes for families
13. To attend meetings to represent the service
14. To support in the production of written and verbal reports by providing data and case studies
15. To provide information about borough wide parenting support services to parents and practitioners via email and phone
16. To support in the marketing of the Hammersmith and Fulham parenting offer
17. To undertake office and administration duties in line with the project
18. To deputise on behalf of the Parenting Projects & Performance Manager where required
19. To work flexibly, running parenting groups at weekends or evenings if required
20. To attend training required to fulfil the responsibilities of the post

Person Specification: Parenting Craft Services Officer

1. Minimum of 3 years experience of providing support to, and working collaboratively with, parents from a range of communities
2. Experience of providing direct support to families from marginalised families, or families with complex needs, and an understanding of the issues facing them

3. The ability to facilitate group work, workshops or training to large groups of parents
4. Experience of undertaking outreach work within the community
5. Experience of working in a multi-agency setting
6. Ability to identify potential safeguarding concerns and to adhere to policies in relation to safeguarding
7. Experience of undertaking consultation with parents in order to shape a service
8. Understanding of the importance of monitoring and evaluation of services
9. Ability to work independently and on own initiative, with excellent time management skills and an ability to manage a range of projects at any one time
10. Ability to provide support and guidance to parent volunteers
11. Ability to communicate effectively both verbally and in writing
12. Willingness to work occasional evenings and weekends as required
13. A commitment to equal opportunities policies
14. Accreditation in an evidence based parenting programme (e.g. Triple P, Strengthening Families Strengthening Communities, Mellow Parenting, Incredible years).