

**JOB DESCRIPTION**

<b>Job Title:</b>	Family Wellbeing Coordinator
<b>Contract type:</b>	Fixed term contract until 31 <sup>st</sup> March 2027
<b>Salary:</b>	FTE £26,780 - £29,974 per annum – salary pro rata and dependent on experience and qualifications
<b>Hours:</b>	Part-time – 24.5 hours per week (flexibility regarding days worked) Occasional evening work required in line with needs of the service (with a corresponding later start time)
<b>Office base:</b>	Based at the Phoenix Youth Centre, Tadworth but working in venues across Surrey Downs area (Banstead, Tadworth, Epsom, Ewell, Ashted, Leatherhead, Dorking and Esher), as well as delivering services online.
<b>Responsible to:</b>	Community Wellbeing Team Manager
<b>Responsible for:</b>	N/A.
<b>Job Purpose:</b>	The postholder will provide advice, guidance and coaching to parents and carers of children aged 11+ years to help them to develop new awareness and skills to enhance their support to their children through a combination of group-work and one-to-one sessions.
<b>Background:</b>	As part of the Mindworks partnership, YMCA East Surrey provides a wide range of emotional wellbeing and mental health services for children & young people. Through this work we have seen how challenging parents and carers find supporting their children's emotional wellbeing difficulties. This is especially true where children have neurodevelopmental differences. Supported by funding from the Mental Health Investment Fund, we are delighted to be recruiting to this new role of Family Wellbeing Coordinator, which expands our current Community Wellbeing Team offer.
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"> <li>– To work collaboratively and effectively with statutory and voluntary agencies to identify parents/carers in need of support and to agree effective referral processes.</li> <li>– To create, develop and deliver one-to-one interventions, workshops and presentations for small parent/carer groups covering a range of emotional wellbeing and mental health topics.</li> <li>– To set up and facilitate peer-to-peer support and discussion groups.</li> <li>– To offer one or more one-to-one consultation and advice sessions for parents/carers who need a more personalised approach.</li> <li>– To identify a range of specialist services and agencies who can offer further support for parents and families.</li> <li>– To work in partnership with YMCA East Surrey's Face2Face service.</li> <li>– To work in partnership with Home-Start Epsom, Ewell and Banstead who will provide support to parents/carers with children aged under 11 years.</li> <li>– To promote the service within YMCA East Surrey and with statutory and voluntary sector partners across the region – this might include presentations at networking events and production of promotional material.</li> </ul>

	<ul style="list-style-type: none"> <li>– To collect appropriate data and information about families being supported, to record attendance at group and one-to-one sessions, to report activity monthly and ensure support programmes can be accurately monitored and evaluated.</li> <li>– To collect feedback on support delivered and to use feedback to inform continued development of the service.</li> <li>– To help assess the needs and strengths of the parents/carers referred into the service and help them identify short-term goals to achieve desired change.</li> <li>– Record and review parent/carer goals using the Goal-Based Outcomes tool and use this to evaluate the effectiveness of interventions.</li> <li>– To take responsibility for managing own caseload and diary.</li> <li>– To involve parents/carers in the co-design of group work and ensure that the service responds to user voice and meets the needs identified.</li> <li>– To provide written case studies as evidence of the effectiveness of interventions and group work.</li> <li>– You will deliver services from YMCA East Surrey sites and other community venues across the following areas – Banstead, Tadworth, Epsom, Ewell, Ashted, Leatherhead, Dorking and Esher.</li> <li>– Any other duties which you are required to be performed within the grade and remuneration of the role.</li> <li>– To work as part of a team and attend team meetings, training events and participate fully in reflective practice groups.</li> <li>– We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. This role will require an enhanced DBS disclosure (with barred children/vulnerable adults). We require you to understand and demonstrate this commitment and attend any required training.</li> </ul>
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**PERSON SPECIFICATION:** Family Wellbeing Coordinator

		Essential	Desirable	How measured (application, assessment, interview)
<b>Qualifications, Education &amp; Training:</b>	Minimum Level 3 qualification relevant to working with children, young people and families gained in education, social care, or health.	x		Application, interview and certificates
<b>Experience:</b>	Minimum of two years' experience of working with children, young people, and their families both one-to-one and in groups.	x		Application and interview
	Understand disabilities and/or special educational needs and how this might impact families.		x	Application and interview
	Experience of providing advice, guidance and support in a one-to-one or group settings.	x		Application and interview
	Experience of providing whole family support.	x		Application and interview
	Experience of working with other partners and agencies in developing and implementing joint programmes.	x		Application and interview
	Understand the impact of children's behaviour in a variety of situations.		x	Application and interview
<b>Abilities, skills and attitude:</b>	An ability to relate well to parents and carers and to build trust and rapport.	x		Application and interview
	An ability to create, deliver and facilitate one-to-one and groupwork.	x		Application and interview
	A strong commitment to the co-design of service and activities which aim to build confidence and resilience.	x		Application and interview
	Ability to assess the needs and strengths of parents and carers and support them to achieve their goals.	x		Application and interview
	Ability to keep accurate records of engagements and evidence of change.	x		Application and interview
	Good communication skills, including listening skills, a clear written style and IT proficient.	x		Application and interview

	A strong commitment to collaborative working with a range of other services.	x		Application and interview
	Ability to travel to different locations within and outside the borough.	x		Application and interview
	Able to occasionally work in the evening as needs of the service require (with a corresponding later start time)	x		Application and interview
	Able to work flexibly and independently across a range of settings.	x		Application and interview
	Car driver with clean licence and use of a car.	x		Application and interview
	Good prioritisation, organisational and time management skills.	x		Application and interview
	Ability to manage own caseload and diary.	x		Application and interview
<b>Other requirements</b>	Subject to a satisfactory Enhanced with Barring DBS disclosure.	x		Application, DBS disclosure
	Commitment to the values, aims and mission of YMCA East Surrey.	x		Application and interview
	Understanding and commitment to equality, diversity and inclusion for staff, services users and stakeholders.	x		Application and interview