



JOB PROFILE

Job Title:	Centre Coordinator
Location:	To be discussed at interview.
Responsible to:	Centre Manager
Responsible for:	Contact Supervisors
Hourly Rate	£10ph x 20 hours weekly

Main Purpose of the Job

EveryChild Contact Services exist so that children living with one parent can spend time with their non-resident parent in a safe, neutral environment.

This is done by ensuring that the service provided at the centre is as positive experience for the children and their parent as possible. To provide contact sessions for the Local Authority, Cafcass and Private families contact arrangements.

Main Duties and Responsibilities

- 1 To co-ordinate referrals and to respond within time scales.
- 2 To allocate supervisors to contacts.
- 3 To have knowledge of child development, safeguarding practices and policies.
- 4 To ensure that all necessary administrative procedures are undertaken which will meet the needs of the Service.
- 5 To ensure good communication and close liaison between families, staff and relevant agencies.
- 6 To plan and co-ordinate pre-contact meetings and to ensure reviews are held within projected time scales.
- 7 To ensure that a high standard of recording is maintained in relation to contact reports and all aspects of written work on files. Etc.
- 8 To assist the Centre manager to ensure that cost is controllable and expenditure in the Service is within budget.
- 9 To liaise with parents, carers, extended family members and professionals involved in supporting the child or taking part in contact.
- 10 To ensure the centre manager is kept informed of any potentially problematic contacts.

11	To identify appropriate settings for contact and to allocate escorts and setting up of travel arrangements.
12	To ensure Health and Safety guidelines are adhered to in planning, ensuring all risk assessments are completed on time and kept up to date.
13	To ensure within the Service that differences in terms of race, culture, religion, disability and gender are recognised, respected and valued.
14	To attend reviews meeting in respect of individual children as required by the referrer.
15	To ensure that all management information is maintained and develop systems where necessary.
16	To participate in the selection of staff within the Service.
17	To supervise contact supervisors/staff as required by the centre manager on individual or group basis: reviewing performance; progress; assisting staff to develop knowledge, skills and understanding by providing written guidelines and appropriate NACCC training
18	To participate in monthly supervision sessions with the centre manager and to undertake any appropriate training as required.
19	To maintain and develop evaluation systems for the Service.
20	To ensure that the Center's Health and Safety policies are implemented within the Service.
21	To ensure supervisors are all trained and that new training is commissioned when necessary.
22	To work in accordance with the EveryChild Contact Services Equal Opportunities statement
23	Any other appropriate duties as may be required.

PERSON SPECIFICATION

Job Title:	Centre Coordinator

Listed below are the key requirements and behaviours needed to undertake this job. These will form a key part of the decision process. Some of the criteria are essential, whilst others are desirable.

Job Specific Requirements

Essential Desirable

- ✓ Significant experience as a social care or Early childhood and related area
- ✓ Experience of supervising staff and working as part of a team
- ✓ Experience of and ability to work in partnership with parents/carers and outside agencies.
- ✓ Knowledge of the developmental needs of children aged 0-8 years
- ✓ Excellent written and verbal communication skills
- ✓ Knowledge of current legislation, regulations and child care practises in relation to children aged 0-8 years
- ✓ Experience of supervising contacts
- ✓ Able to work flexible hours, including alternate Saturdays & Sundays where necessary per monthly.