



## ROLE ADVERT

**ROLE TITLE:** Families First Programme Manager

(Temporary until 31st March 2017)  
Possible Secondment opportunity will be considered

**POST ID:** CPP 73

**GRADE:** BAND I SCP 37 – SCP 41 (£31,846 - £35,662)

**HOURS:** 37 Per Week

**LOCATION:** Usk with travel across the County when necessary

### **PURPOSE OF POST:**

To successfully implement the Families First Programme in Monmouthshire and to integrate and coordinate the work of the Council and its partners in the Anti-Poverty agenda.

We are looking for someone to join the Strategic Partnership Team who has energy, drive and a commitment to engaging with partners to improve outcomes for communities across Monmouthshire.

As Families First Programme Manager, you will:

- Be confident working at pace
- Manage multiple work streams
- Lead on the development and implementation of the Monmouthshire Anti-Poverty Strategy
- Have a good understanding of the Welsh Government Anti-poverty agenda and local need across Monmouthshire
- Have sound financial management expertise and extensive experience of managing external grants, SLA's, service specifications and commissioning services.
- Have extensive experience of robust outcome planning, evaluation and measuring impact of services.

**Should you require any further information regarding this post, please contact:  
Nicola Bowen, Strategic Partnership Manager Tel: 01633 64 4238**

**Closing Date: 12 noon on Thursday 5<sup>th</sup> March 2015**

**Please Note that we are not able to accept CV's**

**Application forms can be completed online or down loaded via:**

**<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>**

Completed paper application forms should be returned to the following address:-  
Employee Services, Monmouthshire County Council, PO BOX 106,  
CALDICOT, NP26 9AN

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise.



monmouthshire  
sir fynwy

## ROLE PROFILE

**ROLE TITLE:** Families First Programme Manager

Temporary until 31<sup>st</sup> March 2017  
Possible Secondment opportunity available

**POST ID:** CPP 73

**GRADE:** BAND I SCP 37 – SCP 41 (£31,846 - £35,662)

**HOURS:** 37 Per Week

**LOCATION:** Usk with travel across the County when necessary

**RESPONSIBLE TO:** Strategic Partnership Manager

We are the Strategic Policy, Partnership and Engagement Team and we work with politicians, members of the community and senior officers to –

- Create strategic policy informed by community needs and reflecting the wider environment
- Lead the organisations community insight activity
- Manage the collation and dissemination of performance information across the organisation and wider public service partners to promote improvement, transparency and accountability
- Promote and lead partnership approaches across Monmouthshire
- Provide executive support to the Chief Executive and Leader of the council.

Specifically, you will work with the Strategic Partnership Team in developing the partnership agenda in Monmouthshire, working with Gwent Police, Aneurin Bevan LHB and the third sector.

## **The Purpose of this Role:-**

To successfully implement the Families First programme in Monmouthshire and to integrate and coordinate the work of the Council and its partners in the anti-poverty agenda.

## **Expectation and Outcomes of this Role:-**

- To support the development and implementation of the Families First programme in Monmouthshire. Specifically with regard to developing innovative new approaches in delivering the following:
  - A joint assessment family framework (JAFF);
  - Information sharing protocols (ISPs);
- Ensure that appropriate monitoring tools and information systems are developed and used to monitor progress and inform future planning and development of the Families First Programme in Monmouthshire.
- To ensure that returns to the Welsh Government are collated, approved and submitted on time.
- To work with the Strategic Partnership Manager to write the Families First Annual Plans: Setting targets, monitoring and reporting on progress, on a regular basis.
- To facilitate action learning meetings on a quarterly basis to discuss current service provision and consult on plans for future developments.
- To support the Families First Programme to be implemented and developed at this embryonic stage.

## **Here's what we can provide you with:-**

- The freedom and support to deliver this service creatively and innovatively
- Opportunities for career development.
- Access to innovation network to support transformation and change.
- The Welsh agenda is uniquely different and this role offers the opportunity to participate in an evolving environment. Working in Wales offers the opportunity on a small scale to achieve a big difference for our service users because we are so close to government.
- A culture of creativity and freedom to develop both yourself and your teams in order to imbed continuous development.
- A small authority in which your role can be as broad and far reaching as you make it

## **What else you need to know.....Monmouthshire Values are:**

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

**In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

## Person Specification

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

<b>Requirement</b>	<b>How Tested (S) used at Shortlisting</b>
<b>Education/Qualifications/Knowledge</b>	
1.1. Degree or equivalent professional qualification relevant to work with children and families [e.g. B Ed, Dip SW, Health Visitor etc.].	Application Form [S]
1.2 Knowledge of current legislation and Welsh Government policy relating to children, young people and families.	Interview
1.3 Knowledge of best practice about developing and co-ordinating services around the needs of families.	Application form and Interview
1.4 Sound knowledge of the WG Anti-poverty Agenda and local need across Monmouthshire	Application Form/ Interview
<b>Experience</b>	
2.1 Extensive experience of multi-disciplinary working with children and families.	Application Form
2.2 Experience of outcome planning, monitoring and evaluating services, against agreed performance measures and analysing data to assess impact.	Application Form/ Interview
2.3 Experience of chairing meetings, writing and presenting reports and delivering information seminars and educational sessions.	Application Form/Interview
2.4 Experience of developing and producing strategies and action plans.	Application Form/Interview
2.5 Ability to review literature and use successful evidenced based practice to inform service delivery.	Application Form / Interview
2.6 Extensive experience of managing external grants, SLA's and Commissioning services	Application Form/Interview
<b>Aptitudes and Skills</b>	
3.1 Excellent oral and written communication skills.	Application Form [S]/ Interview
3.2 Able to establish effective working relationships with other professionals to achieve better outcomes for families and staff.	Application Form [S]/ Interview
3.3 Ability to prioritise workload, make decisions within own level of authority and take responsibility for them.	Interview
3.4 The ability to communicate in Welsh (though not essential)	Application Form

<b>Requirement</b>		<b>How Tested (S) used at Shortlisting</b>
<b>Personal Attributes</b>		
4.1	A complete/ finisher who is able to attend to detail and meet deadlines.	Application Form
4.2	The ability to work both independently and as part of a team towards agreed goals.	Application Form/ Interview
4.3	Commitment to own professional development.	Application Form
<b>Circumstances</b>		
5.1	A full UK driving licence and the ability to travel throughout Monmouthshire County Borough and elsewhere as required.	Application Form

**Should you require any further information regarding this post, please contact:  
Nicola Bowen, Strategic Partnership Manager Tel: 01633 644238**

**Closing Date: 12 Noon on Thursday 5<sup>th</sup> March 2015**