

Job Description



Job Title: Peer Parenting Facilitator	Service Area: HeadStart	
Directorate: Brighter Futures	Post Number: tbc	Evaluation Number: 5568
Grade: S01	Date last updated: August 2020	

Overall Purpose of Role

Introduction

HeadStart Newham is an innovative National Lottery Community funded service which supports thousands of adolescents with emerging mental health difficulties and their surrounding teachers and parents in Newham, an exciting, culturally diverse part of London. The service is delivered by youth workers, teachers, psychologists, community organisations, adolescent and parent peer facilitators. (www.headstartnewham.co.uk)

The service supports its target population of young people directly with targeted evidence based activities, a number of online based activities and a menu of exciting community based creative and sports activities. Additionally it supports the schools and parents around these young people to in turn support them.

As a significant member of this service, you will be willing to get stuck in, working in a demanding and challenging context, positively responding to challenges with creative thinking and a can-do attitude.

This role will primarily be working with the service to work with Newham parents as a peer parenting facilitator delivering the Empowering Parents Empowering Communities (EPEC) project which is a community based programme training local parents to run parenting groups in schools and community settings across Newham. The programme is owned and led by the Centre for Child and Parent Support (CPCS). HeadStart Newham has established a local hub which is supported by the centre with quality assurance, training and research support.

The role involves working collaboratively with parents in Newham, the HeadStart team and partners to design, develop and deliver workshops and community activities that support children and young people's mental health and wellbeing using resilience and trauma informed approaches.

Service Values

- We accept people for who they are and where they are. We proactively provide support and challenge to achieve more and to realise our vision.

- To us, commitment means that even in the face of challenges we do not give up. Remaining committed to our vision strengthens the integrity of the HeadStart programme.
- We believe that through the work we do, we cultivate and strengthen young people's will to endure, no matter what happens, with courage, confidence and patience empowering them to overcome the obstacles they face.
- We believe empathy connects us to our common humanity, allows us to reflect on others' experiences and moves us to seek social justice for the young people we work with.

Job Context

1. To be an integral part of the HeadStart Peer Parenting Team, delivering the Empowering Parents, Empowering Communities courses and Peer led parent workshops and events to a wide range of services, ensuring a focus on quality, impact and fidelity of the programme in all areas.
2. The post holder will ensure processes are efficient, supporting the day to day running of the courses and workshops as well as its future development.
3. The post holder will undertake relevant administration tasks in a timely manner adhering to deadlines within the programme delivery that ensure the quality and smooth running of the groups and workshops.
4. The post holder reports to the HeadStart Parenting and Creative Activities Manager.

Key Tasks and Accountabilities:

As a Peer Parenting Facilitator you will be responsible for:

Co-facilitating a Being a Parent Group part of the Empowering Parents, Empowering Communities:

- Meet with your co-facilitator and supervisor before the start of the course and make agreement about co-working.
 - You might want to discuss: your goals for the term,
 - how to share tasks, resolving disagreements,
 - Styles of working, respective strengths and challenges – how to bring out the best in each other, mentor/apprentice relationship (where there is a new facilitator).

- Undertake outreach and engagement with community in promoting the Being a Parent Courses.
- Complete the pre and post surveys with parents and follow the course administration processes.
- Work with venue hosts and crèche workers as required and appropriate.
- Time guidance – appx 6 hours per week for 9 weeks and approximately 4 hours per week undertaking outreach and community engagement.

Responsibilities for delivery of the one off workshops

HeadStart Newham has developed a range of Parent led workshops that support parents with specific topics of themes related to mental health and wellbeing of their children and working with schools.

These include:

- Resilience workshop
- Mental Health and Wellbeing Workshop
- Online Safety
- Parent Audit – Resilience Approach delivered with schools
- Others are in development

Parent Facilitator responsibilities to deliver workshops:

- Make sure you are confident with the session plan and material
- Ensure you are confident in session objectives and learning messages
- Plan with your partner the delivery; i.e. who delivers which sections and is responsible for which activities
- Have all technology, stationary and activity resources prepared
- Arrive 30 minutes before session to set up room and check the I.T works including videos and links. Deliver session in 2 hours allow 30 minutes to pack away
- Undertake evaluation/feedback using digital links or paper questionnaire's at the close of the session and a follow up evaluation 10 days after the session
- Collate feedback to HeadStart Newham Parent and Creative Activities Manager within 14 days of delivering the workshop
- Attend review and development sessions

Time commitment:

- The expectation that preparing, delivering and evaluating the workshop will take 8 hours

Other responsibilities associated with the role

- actively promote and share information about the HeadStart programme with parents, young people and other professionals
- support parents with making recommendations to HeadStart
- Work with HeadStart Newham Parent and Creative Activities Manager to make appropriate referrals to other services and support.

- promote the Parent and Community Forum with Being a Parent members
- co-facilitate/lead a Parent and Community Forum
- Provide telephone/text befriending support within the framework of Being a Parent guidance and London Borough of Newham Guidance.

Administration tasks

- Registers and attendance information
- Updating parent contact records
- Timesheets and finance tracking (expenses)
- Pre and post measures
- Contacting parents, venues and schools

Quality and Evaluation

- Ensuring adherence to the course content and delivery for fidelity to the programme materials.
- Tracking and collating the outputs and outcomes for the courses that you facilitate.

Other tasks that arise in undertaking the role.

Training and Development opportunities

- Reflective Practice Sessions for practicing Peer Facilitators.
- Termly Team Meetings
- Termly training
- Opportunity to work alongside and learn from a multi-disciplinary team of teachers, youth practitioners, specialist mental health practitioners, community practitioners and researchers.
- Yearly Development Reviews
- Access to LBN Training and Development.

Summary of time expectations per term

Task	Time allocated	Maximum per term
Being a Parent Group Facilitation/Befriending	6 hours per week x 9	54 hours
Workshop facilitation Online and face to face in community settings	8 hours	8 hours x no. delivered
Outreach	4 hours per week	48 hours maximum

Training, development, team work, partnership work.	Ad hoc	Ad hoc
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EQUALITY AND DIVERSITY
 We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES
 Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Personal Specification



Job Title: Peer Parent Facilitator	Service Area: HeadStart	
Directorate: Brighter Futures	Post Number: FROM LBN	Evaluation Number: FROM HRMI SYSTEM
Grade: SO2	Date last updated: August 2020	

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job unless otherwise specified. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
QUALIFICATIONS: <ul style="list-style-type: none"> • Evidence of continuous professional development • Completed and passed all 6 units of OCN Level 3 “Training to Work with Parents for Professionals and Volunteers” OR the recognised Parent Group Leader Training. 	Application Form
KNOWLEDGE:	

<p>Good knowledge, understanding and ability to use a wide range of ICT applications; including Zoom, google docs, you tube, word and excel.</p> <p>Good standard of literacy (including spelling, punctuation and grammar) and numeracy.</p> <p>Excellent understanding of peer led parenting courses and community workshops</p>	<p>Application Form</p>
<p>EXPERIENCE:</p> <p>Experience of facilitating Being a Parent courses.</p> <p>Experience of working efficiently, effectively and accurately in a community and virtual settings.</p> <p>Experience of communicating verbally and in writing with parents, schools and community groups.</p> <p>Experience of using own initiative and creativity to achieve results.</p> <p>Experience of undertaking administrative functions of facilitating and monitoring groups, workshops and outreach.</p>	<p>Application Form and Interview</p>
<p>SKILLS AND ABILITIES:</p> <p>Planning and Organising</p> <p>Ability to organise own workload and ensure work is completed to a high standard and to deadline.</p> <p>Ability to successfully plan and deliver projects over a period of several months. (e.g. to co-facilitate the Being a Parent group).</p>	<p>Application Form and Interview</p>

Ability to manage time effectively with low support needs and able to prioritise work effectively.

Problem Solving and Initiative

Experience of contributing and using judgement to find innovative ideas in order to solve problems creatively.

Ability to make decisions at a level appropriate to the role, achieve success, create innovation and embrace change.

Teamwork and development

Able to demonstrate continuing development related to role and contribute positively to the process of supervision, reflective practice, development reviews.

Able to collaborate and work with colleagues and partners to improve work with parents, families and young people.

Able to be part of difficult and challenging conversations to resolve challenges and difficulties in practice through the supervision and reflective practice space.

Communicating and Influencing

Excellent communication, influencing and networking skills and ability to negotiate effectively and achieve desired outcomes. Ability to embed the ethos of Empowering parents and empowering communities in your facilitation of courses and workshops:

- Empathy
- Non-judgemental
- Strengths based – parents are good enough

<ul style="list-style-type: none"> • Active and reflective listening skills • Validating and acknowledging • Boundaries and role modelling behaviours <p>Ability to deal with sensitive information in a confidential manner.</p> <p>Understanding of safeguarding responsibilities and action to take.</p>	
<p>PERSONAL STYLE AND BEHAVIOUR: Passionate about improving life chances for vulnerable young people and their families.</p> <p>Dynamic and driven to achieve personal and team goals.</p> <p>Ability to work in a flexible way.</p> <p>Takes personal responsibility for making things happen.</p> <p>Ability to work efficiently and effectively and actively looks for ways of improving services and outcomes for clients. Takes pride in delivering high quality work.</p> <p>Perseverance.</p> <p>Shows energy, creativity, determination and a high drive for achievement</p>	<p>Application Form and Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>This post is subject to an enhanced DBS check.</p>	<p>Satisfactory clearance at conditional offer stage</p>

