



VACANCY CIRCULAR 6/22: JULY 2022

Vacancy 1: Child and Family Practitioner

Job Purpose

The prime purpose of the job is to work with Children and Families to deliver high quality sessions to enable them to access informal learning, play experiences and social activities which will empower and support parents/carers to become actively involved in their children's learning and development.

Post 1: (1 x vacancy)

- Reporting to: Nursery Manager.
- Duration: 35 hours per week (compressed 4-day week), permanent.
- Salary: £19,747.00 – Band 1.
- Location: Plumstead Nursery.
- Staffing: None.

Post 2: (1 x vacancy)

- Reporting to: Nursery Manager.
- Duration: 25 hours per week, maternity cover 6-month fixed-term contract. (£14,105.00 pro-rata).
- Salary: £19,747.00 – Band 1.
- Location: Plumstead Nursery.
- Staffing: None.

Job Context

This role operates within the context of a local charitable organization delivering effective early years Childcare provision across the Royal Borough of Greenwich. The role may provide occasional support on Saturdays to support family learning and health events.

Key Accountabilities

- To contribute effectively to the planning and provision of activities in relation to the Early Years Foundation Stage Guidance to provide positive outcomes for children.
- Together with the Early Years management team, to be responsible for the safety, security, and well-being of staff through following best practice, policies and procedures – dealing with any breaches swiftly and in an appropriate manner and escalating/notifying managers where appropriate.
- To help children develop positive relationships with adults and peers to enable them to play and learn effectively and increase their self-confidence and realise their potential.
- To be responsible for developing and maintaining an environment that promotes physical, emotional and social development for children of all ages and abilities, through a range of arts, crafts, games and activities, both indoors and outdoors.
- To be flexible within the working practices of Home-Start Greenwich and be prepared to help where needed to ensure a welcoming safe environment for the children and families attending. This may include setting out and clearing away play materials and equipment, cleaning equipment, putting bins out in order that a high standard of hygiene, safety and cleanliness is maintained at all times to ensure the health and safety of all children and families attending sessions.
- To actively promote an inclusive environment for all children and families that reflects diversity and children's individual needs and ensure all children are effectively integrated into the activities.
- To provide objective and accurate feedback to parents and signpost parents/carers to relevant services to enable them to access relevant help and support.



- To ensure all safeguarding procedures of Home-Start Greenwich and Royal Borough of Greenwich are followed and any concerns regarding the physical and emotional well-being of a child are reported to the Safeguarding Designated Lead in order to protect them from harm.
- To maintain knowledge and skills and keep abreast of Home-Start Greenwich's Policies and procedures, to attend relevant development activities and complete/maintain relevant qualifications (eg specified in the person specification)
- To carry out occasional weekend and evening work in context of both this specific role and the wider needs of the service to meet the needs of the service
- To act as a representative of Home-Start Greenwich, embracing our values and procedures and demonstrating best practice – in particular developing good working relationships within the service and with other external agencies to ensure the smooth running of the Centres.

Person Specification

ESSENTIAL	DESIRABLE
Qualifications/ experience	
<ul style="list-style-type: none"> • NVQ Level 3 in Child Development & Learning. • Experience of co-ordinating activities suitable for EYFS children. • Experience of planning and supporting play provision supported by evidence-based approaches outlined in the Early Years Foundation Stage. • Post qualifying experience of working with children under 5 years of age and their families. 	
Skills/ knowledge	
<ul style="list-style-type: none"> • Knowledge and understanding of safeguarding issues and procedures. • Understanding of the Ofsted Children's Centre requirements framework. • Able to accept and respond to the varying needs of families in a non-judgemental way. • Ability to communicate information clearly both orally and in writing. • Ability to independently manage workload, meet, set performance targets, apply good time management and organisation of work. • Knowledge and understanding of working with children and families from diverse cultural backgrounds, provision for disabled children and those with special needs. • Able to work effectively in partnership with families, children, the staff team and other colleagues across agencies. • Knowledge of current relevant regulations, legislation, guidance and codes of practice as they effect the operation and delivery of a holistic support service for very young children and families. • Ability to work on your own initiative and co-operatively as part of a team. • Must have physical ability to carry out all tasks associated with the post. • Good customer service skills and the ability to get the most out of every contact with users. • Good numeracy and literacy skills. • Ability to maintain strict confidentiality where necessary. 	
Personal qualities	



<ul style="list-style-type: none">• An enthusiastic and motivated practitioner who can inspire others.	
Other requirements	
<ul style="list-style-type: none">• Enhanced DBS clearance for the post and suitable Disqualification by Association record.• Prepared to travel within Royal Borough of Greenwich in connection with work.	



Vacancy 2: Family Support and Well Being Manager (working across all HSG centres)

- Reporting to: Head of Well Being & Safeguarding
- Duration: 35 hours per week, permanent.
- Salary: £35,316 – Band 5.
- Location: Working across all HSG centres.
- Staffing: 7 Family Support & Engagement Workers
- Other Resources: Parenting Programme and lead on various other programmes and projects

JOB PURPOSE

The Family Support and Well Being Manager is responsible for leading on the day-to-day operation of the Early Help Well Being Team. This post is fundamental to the Integrated Working and Early Intervention part of the Start Well contract and requires integrated working with Health Visitors in improving outcomes and promote the Well Being and safeguarding of children and families in Central Area Children’s Centres.

JOB CONTEXT

The role contributes to the integrated working as part of Start Well agenda and requires partnership working with Health Service and other partner agencies including schools and the voluntary sector.

The role is responsible for leading on targeting the families less likely to access the range of services available and use the local knowledge and partnerships to increase parental engagement, to improve health and educational outcomes and to promote the Well Being and safeguarding of children.

As part of the leadership team, the role involves contribution to the self-evaluation process and action planning, as well as coordinate stats, data, evidence, and case studies reporting and contributing to the monitoring requirements. The role may provide occasional support on Saturdays to support family learning and health events.

KEY ACCOUNTABILITIES

- To develop ways of reaching families and children and involving them in children’s centre services, including close working with health visiting service and other agencies and community organisations.
- To recruit, develop and manage staff, completing annual appraisals by carrying out regular one to one supervision sessions to ensure that work programmes are set, reviewed, and achieved.
- To oversee the work carried out with families and to ensure appropriate support is provided to individual families including referrals to specialist projects or agencies.
- To support staff to measure and evaluate the impact of their work on outcomes for children and their families.
- To prepare and coordinate quarterly stats, data, information, evidence, and case studies to support the Children’s Centre reports and monitoring requirements.
- To contribute to Home-Start Greenwich development of strategies and policies for children aged under five years and their families by leading, developing and promoting effective partnership and working arrangements with colleagues to secure the successful integration of services from strategic to operational level to deliver the Start Well Contract.
- To develop and promote good working relationships with staff within Home-Start Greenwich, Health Visiting service staff and other partner agencies.



- To be responsible for the implementation of safeguarding procedures within the work of the Home-Start Children's Centres and provide occasional cover for the Early Years managers.
- To allocate referrals and have an overview and oversee the case load and capacity of staff.
- To undertake regular quality auditing of the service family files and undertake improvement actions with colleagues.
- To maximise access to health information and other support by working closely with all health staff and other service providers in the area.
- To lead on the continuing effective operation of Early Help Assessment, Team around the Child TAC and Lead Professional role.
- To liaise with key stake holders including health, schools, education, housing, children's social care and voluntary sector.
- To take part in interviewing, training and mentoring volunteers and students to enhance the service through the added value volunteers and students bring in.
- To work within a flexible framework to meet the demands of the service, including outside usual hours, evening and occasional weekend working when required/and or agreed.
- To ensure compliance with all Home-Start Policies and Procedure, including Safeguarding, Health and Safety/Personal Safety and Data Protection.
- To undertake any other work appropriate to the level and general nature of this post's duties.

About you

- Passionate and committed to service excellence.
- Demonstrates self-belief.
- Shows Integrity.
- Committed to continuous development.
- Demonstrates high energy.
- Leads and inspires.
- Excellent time-management and punctuality.

Qualifications and experience

- Completion of GCSE preferred.
- A Level 3 qualification in a relevant field or discipline, or equivalent.
- Experience of developing and delivering services that provide early help support to families.
- Experience in recruiting, managing, and developing a staff team.
- Experience in managing projects within the context of change.
- Experience of interagency and partnership working.
- Experience of planning, developing, monitoring, and evaluating services.
- Experience in delivering training programmes and groups for parents and volunteers.



Vacancy 3: Director: Operations

- Reporting to: Director: HSG
- Duration: 35 hours per week, permanent.
- Salary: £50,000 – 55,000.00, Band 7-8.
- Location: Working across all HSG centres.
- Staffing: Head of Operations, HR Manager, Finance Manager, ICT provider.

Job purpose

Oversee and integrate the strategy and operational aspects of the key support functions of the Finance, ICT, Operations, and Human Resources departments of HSG. Take control of plans, directing and coordinating of policies, projects, practices, and programmes.

Strategic Business Support

- Support the organisation's vision, mission, and strategic business plan.
- Assess and ascertain departmental requirements underpinned by an organisational service design strategy.
- Provide strategic and operational input into the business planning process.
- Align departmental plan to business plan.
- Assess the fit between departmental structures and organisational strategy, and recommend actions where required.
- Determine organisation standing and planning in terms of single points-of-failure and mission critical roles and competencies.
- Cascade plan to staff in a meaningful way.
- Delegate appropriate authority levels to key managers.
- Review plan quarterly to ensure currency and appropriateness.
- Proactively assess future business needs.
- Communicate the organisation's big picture to staff.
- Continuously review information technology for sustainability and profitability

Management of departmental functions

- Provide the strategic and operational linkages that facilitate the delivery of HSG's broad service offering.
- Review financial statements, management reports, revenue or activity reports, or other performance data to measure productivity or goal achievement or to identify areas needing cost reduction or programme improvement.
- Assess the status and nature of rewards and recognition policies and practices, the extent of evolving employee value propositions, and the benefits offered by HSG.
- Direct and coordinate administrative and support activities of allocated departments.
- Prepare staff work schedules and assign specific duties.
- Direct or coordinate financial or budget activities to fund operations, maximize partnerships, or increase efficiency.
- Establish or implement departmental policies, goals, objectives, or procedures in conjunction with board members, organization officials, or staff members.
- Perform personnel functions, such as selection, training, or evaluation.

Leadership

- Establish, guide, direct and oversee that all departments are aligned with the overall business strategy and objectives.
- Identify and timeously address problems and opportunities central to business success.



- Plan, select, develop, and maintain suitable staff and talent capabilities for departments.
- Develop and maintain a high-performance team.
- Establish and maintain relationships with stakeholders
- Ensure compliance with relevant legal and statutory requirements, meet principles of sound corporate governance and internationally accepted environmental, health, safety and quality standards

Leadership Competencies

- Articulating and cascading the vision and values.
- Conceptual and practical thinking.
- Driving accountability.
- Initiating action.
- Building and maintaining stakeholder relationships.
- Cross-cultural awareness.
- Impact and influence.
- Facilitating and managing performance.
- Attracting, developing, and retaining talent

Qualifications

- Qualification in an industry-related field; and/or a relevant Finance, Management, or related qualification.
- Desirable: Educated to degree level.
- Experience in a financial management and services control, with risk management as an added advantage.
- Strong ability and knowledge of data analysis.
- Flexibility to work on multiple projects concurrently, with the ability to extend conceptual and pragmatic solutions.
- Strong problem-solving mentality and keenly perceptive to identification of data or process flaws or inaccuracies.
- A Project management qualification would be useful.
- Record of successful management of people, projects, and programmes.
- Enhanced DBS clearance and suitable Disqualification by Association record.

Experience and knowledge

- At least 5 – 8 years' experience in a related role.
- Solid knowledge of Business principles, processes, and procedures
- Advanced understanding of budget systems and controls.
- Advanced understanding of organisational business processes and procedures.
- Digital system and process and understanding
- Solid knowledge of relevant organisational policies.
- Solid understanding of relevant legislation.
- Desirable: experience in working with the Charities Commission or familiarity with this body.
- Working within the complete HR resourcing cycle from recruitment to exit.
- ER – dispute handling or knowing where and how to access resources.
- Solid understanding of relevant legislation.

Vacancy 4: HR Manager

- Reporting to: Director: Operations.
- Duration: 14 hours per week, contract (£16,951.60 pro-rata).
- Salary: £42,379.00 – Band 6.
- Location: Working across all HSG centres.
- Staffing: HR Officer.

Job Purpose

Plan, direct, and coordinate human resources activities and staff of the organization through complete employment cycle from the human resources planning to employee exit, within the contexts of policy, practice, legislation, and organisational interventions.

KPA 1: HR Strategy

- Formulate, develop, and drive the organisation's HR strategy in support of the Organisational vision, mission, and strategic objectives through plans, programmes, initiatives, and projects.
- Drive departmental performance management systems and processes to facilitate the attainment of broad business objectives.
- Provide advice and guidance to executive team members, line managers and staff to assist them in the achieving of broad HR objectives at the departmental, team, and individual levels.
- Provide guidance, advice, and risk assessment with strategic HR and re-structuring projects and initiatives including redundancies, TUPE's, ER cases, as well as implications and scenario planning.
- Develop professional networks in support of key projects, processes and strategies within the legal sphere, employment law, apprenticeships, staff engagement, employee wellness, and business and systems planning.
- Lead the in the training and development of line managers and staff in facilitating their respective departmental strategy attainment.
- Identify and report on strategy themes and practices in support of broad business objectives.

KPA 2: HR Operational support

- Interpret and explain human resources policies, procedures, laws, standards, or regulations.
- Oversee the recruitment and selection of employees.
- Maintain current knowledge of employment law and HR practices.
- Manage and maintain employment records related to events, such as recruitment, termination, leave types, transfers, or promotions, using the human resources management system software.
- Address employee relations issues, such as harassment and bullying allegations, work complaints, or other employee concerns.
- Maintain and update human resources documents, such as organizational charts, employee handbooks or directories, training and development records, or performance evaluation forms.
- Analyse departmental trends and reports and exit interviews to inform best practice.

KPA 3: HR Projects

- Act as a team member or leader in HR and cross-functional projects.
- Communicate with other project stakeholders to meet project requirements and objectives.
- Carry out or update project plans to include information such as objectives, technologies, schedules, funding, and staffing.
- Monitor own project milestones and deliverables.



- Plan, schedule, or coordinate project activities to meet deadlines.
- Be part of or facilitate project meetings.

Knowledge and skills

- Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Resolving Conflicts and Negotiating with Others — Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- Making Decisions and Solving Problems — Analysing information and evaluating results to choose the best solution and solve problems.
- Providing Consultation and Advice to Others — Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.
- Developing and Building Teams — Encouraging and building mutual trust, respect, and cooperation among team members.
- Coaching and Developing Others — Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Developing Objectives and Strategies — Establishing long-range objectives and specifying the strategies and actions to achieve them.
- Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.

About you

- Friendly, optimistic, yet balanced outlook.
- Strong on self-management and achievement focussed.
- Ability to effectively communicate at all organisational levels.
- Ease of interface with staff and stakeholders.
- Ability to juggle multiple tasks and demands.
- Ability to prioritise and make decisions.

Qualifications and experience

- Completion of or significant progress towards a NVQ, degree in Human Resources Management/CIPD qualified, Business Management, or a related qualification.
- 5 or more years' experience in a in a Generalist HR role.
- Record of successful management of people, projects, and programmes.
- Enhanced DBS clearance and suitable Disqualification by Association record.



HOW TO APPLY

To **apply for any of the 4 roles**, please send a CV and covering letter to: HR@homestartgreenwich.org.uk
The application deadline is **Friday 5th August 2022**.

Home-Start Greenwich is an equal opportunities employer and champion of Equality, Diversity, and Inclusion. We recruit for the person most suited to the job and welcome applications from candidates of all backgrounds and sectors.

Candidates must have fluent spoken and written English and the right to work in the UK. The role will require an Enhanced DBS clearance and a suitable Disqualification by Association record.

In the event of a high level of applications, Home-Start Greenwich reserves the right to close the application deadline early. If you are interested in applying for this role, please ensure you submit your application at the earliest opportunity.