

<b>Title</b> EPEC Hub Coordinator	<b>Department</b> Children and Families	<b>Post Ref.</b>
<b>Job Purpose</b> <i>To lead the development of Empowering Parents, Empowering Communities Programme within Nottinghamshire working closely with relevant partners.</i>		
<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>1. To Lead Specialist Parent group leader recruitment, selection, training and supervision of local EPEC volunteers</li> <li>2. To lead and facilitate EPEC parent group leader training</li> <li>3. To ensure day to day operational running of the EPEC Hub and Being a Parent group content, methods and values</li> <li>4. To organise a programme of EPEC Being a Parent groups in line with project milestones including organisation of venues, crèche facilities refreshments and EPEC resources</li> <li>5. To work with the national EPEC team and local parenting coordination groups to ensure the efficient monitoring of EPEC activity and the evaluation of outcomes through the use of locally established and/or EPEC systems</li> <li>6. To work with Team and Service Managers to review and monitor EPEC milestones and outcomes</li> <li>7. To work with Senior Operational and Strategic managers to secure EPEC for a wider range of families with children aged 4-18 that is sustainable</li> <li>8. To work with the Quality and Improvement Team to ensure local EPEC fidelity and quality assurance working closely with the</li> </ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"> <li>1. For the management of EPEC services within the Service's scheme of delegation for safeguarding children and local safeguarding arrangements</li> <li>2. For the deliver y of EPEC group leader training</li> <li>3. To manage provision of parental facilitated group programmes</li> <li>4. For the management of the practical arrangements for EPEC programmes.</li> <li>5. For the efficient monitoring of EPEC programme</li> <li>6. To monitor the efficiency and effectiveness of EPEC</li> <li>7. To promote the sustainability of the EPEC offer</li> <li>8. To ensure that the local EPEC offer is of similar quality to the national offer</li> <li>9. To promote the group leader accreditation</li> </ol>	

national EPEC team	
9. To work with CWD to develop group leader accreditation systems	
<b>The post holder will perform any duty or task that is appropriate for the role described</b>	

<b>Person Specification</b>	
<p><b>Education and Knowledge</b></p> <ol style="list-style-type: none"> <li>1. To hold a minimum of 5 GCSEs at level A*-C (including English) or equivalent and proven ability within a previous work setting</li> <li>2. Knowledge and experience of evidenced based parenting programmes and the theoretical frameworks that underpin them</li> <li>3. Full driving licence (unless registered disabled)</li> </ol>	<p><b>Personal skills and general competencies</b></p> <ol style="list-style-type: none"> <li>1. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff</li> <li>2. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers</li> <li>3. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available</li> <li>4. Ability to meet agreed objectives and delivery targets by the effective use of resources</li> <li>5. To participate fully in supervision, appraisals (EPDR), and practice observations, as part of personal development and support</li> </ol>
<p><b>Experience</b></p> <ol style="list-style-type: none"> <li>1. Experience of working with parents from social disadvantaged backgrounds and from excluded and minority communities both in groups and on an individual basis</li> <li>2. Experience of delivering evidenced based parenting programmes including with partner agencies</li> <li>3. Knowledge and understanding of monitoring and evaluating parenting programmes and interventions</li> </ol>	
<p><b>Role Dimensions</b></p> <ol style="list-style-type: none"> <li>1. Managing the relationship with up to 30 parent volunteers on a day-to-day basis and delivering services in line with practice guidance</li> <li>2. Handling of petty cash to the value of £30</li> <li>3. To work unsocial hours, including evenings and weekends, in line with service needs</li> <li>4. Reports to Team Manager</li> </ol>	