Holiday Activities & Food (HAF) Project Manager (Family Hubs)

Grade 10

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth.
* Live in thriving and sustainable communities
* Be healthier and more independent for longer.

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens.
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions.
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

Directorate Purpose

The Children and Families (C&F) Directorate leads our council’s statutory responsibilities for children and young people's education, care, and wellbeing.  We use a 'whole system' approach to ensure the right mix of support from professionals, the voluntary sector, communities, families, and friends enable children, young people and their families can reach their full potential.

The vision for Children and Families is to create one system, that places children and their families at the heart of all we do. Where support is required for some families, access to this will be local, accessible, make a difference and specialisms will work to enhance those offers.

Service Purpose

The Family Hub Team is a multi-disciplinary team within the Children and Families Directorate whose purpose is to work with internal and external stakeholders and families to contribute towards the Early Help Strategy and improve outcomes for Children and families.

Role purpose:

As our Holiday Activities and Food (HAF) Project Manager, you will be responsible for the operational management of the HAF programme: This will include developing, co-ordinating and commissioning arrangements with our providers and stakeholders to improve engagement and participation with children, young people and families. This will include capturing the experiences that they have had, and ensure that the Holiday Activities and Food programme is fun, engaging, safe, and appropriate to meet the HAF Standards Framework. [Holiday activities and food programme 2023 - GOV.UK](https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2023) most importantly you will ensure that any engagement is meaningful.

You will work closely as part of the wider Family Hubs Team across the Children and Families system; ensuring that we are joined up in service design and delivery supporting our vision of One System. You will be key to developing our approach to co-production and champion that voices are sought, heard and influence change.

This is a pivotal role in ensuring we continue to improve the quality and efficiency of our services to improve the outcomes of children, young people and families.

Reporting Relationships

Responsible to: Family Hubs Development Partner

Responsible for: Business Support Staff

Key Accountabilities:

1. Support the Family Hubs Development Partner in the management and development of the programme.
2. Lead the development and delivery of co-production and engagement, liaising with partners, stakeholders, providers and families to understand their needs and tailoring delivery to address specific challenges or opportunities within the programme.
3. Coach, manage and develop team members ensuring they are fully aligned and focused on delivering Directorate priorities and ensuring a culture of continuous improvement and coproduction.
4. Develop and implement the HAF quality assurance framework with a particular focus on improvement. Support the Family Hub delivery model by ensuring we have sought and responded to the needs of families and are able to deliver Holiday Activities and Food across the county during school holidays
5. Promote the voice of the child, their family, our workforce, and partners in any evaluation of a service or design of improvements. Facilitate providers, stakeholders and support the collection of feedback from children, young people and families using events, forums and virtual engagement methods.
6. Support the Family Hubs governance boards to ensure that there is appropriate participation and engagement with families and providers in their communities.
7. Contribute to supporting the needs and interests of children, young people and their families. Highlight areas of positive practice to support consistency. When areas for improvement are identified, support the involvement of providers and stakeholders to obtain an accurate understanding of current position and influence or co-production of the plan to address findings.
8. Manage the Holiday Activities and Food programme, ensuring activity represents good value for money. Evaluate and moderate proposals and funding bids to support engagement activity and enhance services for children and young people.
9. Manage the Holiday Activities & Food Programme compliance requirements. Ensure that all documentation, safeguarding, health & safety procedures etc are documented and followed .
10. Provide high challenge and support to managers, senior leaders and delivery partners to support continuous improvement. This includes ensuring activity is appropriately documented, evaluated and reported with risks escalated.
11. Support the development and embedding of skills and tools to foster a culture of continuous improvement across Children and Families.
12. Ensure compliance with statutory requirements and best practise methodologies, including GDPR and regulatory compliance in all areas across the Childrens and Families system.
13. Keep up to date with engagement and participation developments, good practice and children and young people’s interests, including attending relevant conferences and seminars to ensure the service is optimally efficient.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council’s objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * A Level 6 (Degree) or equivalent, professional qualification or other evidence of considerable experience. * Qualification or experience in Participation, Project Management or Continuous Improvement (or a commitment to work towards). * Demonstrate commitment to continuing professional development. | A&I  A&I  A&I |
| **employer_small**  **employer_small**  **employer_small**  **employer_small** | **Knowledge and Experience**   * Demonstrable experience in continuous improvement and managing projects, ideally within a public sector or children's services environment. * Experience of managing teams directly and through matrix management and motivating staff and colleagues to achieve maximum potential. * Experience of working directly with providers, children, young people and/or families, including facilitation of network events and forums. * Project Management experience; managing change and achieving targets within prescribed timelines (ideally within a Childrens environment). * Knowledge of public sector, social care and health or NHS policy, services, best practice and legislation. * Knowledge and experience of deploying successful quality assurance frameworks and data quality mechanisms (including a range of quality assurance & analytical tools/reports). * Experience in developing quality assurance reports. * Experience in designing training sessions, presentations, and facilitating workshops to co-design solutions with providers, stakeholders, children, young people, parents/carers, senior managers and front-line staff. | A&I  A&I  A&I  A&I  A&I  A/I/T  A/I/T  A&I  A&I |
| **employer_small**  **employer_small**  **employer_small** | **Skills**   * Strong analytical and problem-solving skills with a proactive approach and the ability to identify issue and develop innovative solutions. * Ability to work in a complex environment and network across organizational boundaries; influencing and negotiating with others to ensure that deadlines are met. * Excellent communication and interpersonal skills, with the ability to engage effectively with a range of internal and external stakeholders including service users and able to work as part of a team. * Time management skills with the flexibility to meet tight deadlines and adapt to changing workload demands. * Excellent written and oral communication skills including the ability to prepare and present reports and to communicate with staff/service users at all levels. * Excellent planning and project management skills. * Experience of using O365 and IT systems to gather, analyse and present data and information. | A&I  A&I  A&I  A&I  A&I  A&I  A&I |
|  | This post requires an enhanced DBS and is designated as a casual car user. |  |

**employer_small** Where an applicant meets the Disability Confident scheme criteria indicated by the symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Jobcentre Plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please contact the

Talent & Resourcing Team on 01785 278300