



Job Description

Job Title	Local Children's Partnership Coordinator
Base	Working from home with office accommodation available in venues including Fareham, Havant and New Forest
Hours	37 hours per week
Pay Band	E (Circa £28,500 per annum).
Contract	Temporary to cover staff absence
Reports to	Voluntary Sector Engagement Manager
Accountable to	LCPs in East Hampshire, Fareham, Havant, New Forest & Winchester

Communities First Wessex (CFW) known as Community First is a leading voice in Hampshire's voluntary sector, building capacity and delivering a wide range of critical services to those in most need. Community First operates across East Hampshire, Fareham, Havant, New Forest & Winchester districts and is supporting the Local Children's Partnerships in each of these districts

This role is funded through HCC's Local Children's Partnership (LCP) grant scheme enabling each LCP the opportunity to fund activity that will support, enhance and develop the Hampshire Children and Young People's Plan (CYPP), further promote and expand the offer under the Healthy Food and Holiday Activities Fund (HAF) and to support the engagement and further expansion of Community Pantries offering affordable food and wrap around support to families in need.

The LCP Co-ordinator will provide the secretariat to all 5 LCPs and coordinate and manage the grant funding ensuring accurate and timely reporting on outcomes, and ensuring the delivery of agreed activities and priority programmes.

The role requires exceptional organisational and administrative skills, strong and effective communication with good experience of partnership working and programme management or coordination

Key Coordinating responsibilities include:

- Coordinate and manage each LCP partnership arranging and attending the bi-monthly LCP meetings, including following up non-attendance and recruiting new partners as and when they are required.
- Collect and analyse relevant data from LCP partners in relation to the Children and Young People's Plan (CYPP) priorities and present this in a clear and easy to understand format to each LCP
- Collate information from LCP partners, from those who are grant funded to deliver specific interventions and programmes, and write reports to submit to HCC on a monthly basis.
- Coordinate and support the roll out of a Back to Basics campaign across the LCP areas including recruiting schools, childcare providers and nurseries to support the initiative. Back to Basics is a partnership campaign to support and manage wellbeing and mental health in the home and building resilience by empowering parents and carers.
- Coordinate applications for support from LCP partner organisations applying for funding from the LCP Community and Ukrainian grant funds.
- Coordinate with the central Holiday Activity & Food (HAF) team, the gap analysis in provision across the LCP areas, taking into account the wishes of the LCP partnerships and recommend where new provision is or maybe required.
- Coordinate offers of support from members of the LCPs to provide signposting and attendance at HAF projects to support families.
- Coordinate a rota of members to support the families attending the Community Pantries in order to provide wrap around support to all.
- Liaise with HCC Children's services and specifically Family Support Services to share district Early Help Hub data, presenting themes, identify gaps in services and support planning of district time table/venues
- Liaise with colleagues and partners in HAF, Community Pantries, Adult Community Learning (ACL) Multiply and with responsibility for CYPP to ensure joined up working and focus on agreed and shared outcomes

Key Administrative responsibilities include:

- Organise all LCP meetings across East Hampshire, Fareham, Havant, New Forest & Winchester districts. Most meetings will be held virtually using MS Teams with one meeting in person annually.
- Invite participants to the meeting including guest speakers/attendees where required.

- Book all venues and schedule Teams meetings sending electronic diary requests/calendar invites a minimum of 7 days prior to the meeting to all participants.
- To coordinate and draft the Agenda with the Chair of each LCP prior to sending to participants 7 days before the meeting.
- To take minutes at the meeting, identifying actions on an action log and sending out to participants within 14 days of the meeting. Monitor progress against the actions, chasing/reminding named individuals where required to ensure as many as possible are delivered prior to the next meeting
- Follow up regular non-attendance at meetings in combination with the coordinator and maintain a live up to date email and contact list of LCP partners and participants. Ensuring all details are retained and used in accordance with data protection requirements. This will average @ 30 participants per LCP but membership is likely to grow and some partners may attend more than one LCP
- Send out all general communications to all partners as it arrives including information on key funding opportunities, programmes and support relevant to LCP partners, Schools and those working with children and families.
- Collate and circulate a short electronic newsletter on a regular and cyclical basis (frequency to be agreed) to partners of all 5 LCPs

In common with all Community First Job Descriptions the postholder will

- Actively promote Community First's Equality and Diversity policy.
- Comply with all Community First policies and Conditions of Service as laid out in the Community First Staff Handbook.
- In discharging the duties of the post have due regard to the provisions of Health & Safety at work legislation and Community First's Health & Safety policy.
- Undertake any additional responsibilities appropriate to the role as may be required and agreed by the funding partners, commensurate with the grade and responsibilities of the post.



Person Specification

<ul style="list-style-type: none"> • Excellent and proven track record in a relevant administrative/coordination role or setting 	Essential
<ul style="list-style-type: none"> • Effective written and verbal communication skills including presenting and report writing with the ability to communicate with organisations, people at all levels 	Essential
<ul style="list-style-type: none"> • Excellent administrative and organisational skills, including time management and record keeping, to meet multiple deadlines and agreed objectives and targets 	Essential
<ul style="list-style-type: none"> • Strong digital skills particularly in terms of organising and hosting online meetings 	Essential
<ul style="list-style-type: none"> • Ability to work on own initiative with minimum supervision 	Essential
<ul style="list-style-type: none"> • Ability to collate, analyse and present data 	Essential
<ul style="list-style-type: none"> • Working knowledge of CMS/databases to maintain contact info and record interactions with partners 	Essential
<ul style="list-style-type: none"> • Commitment to partnership working 	Essential
<ul style="list-style-type: none"> • Experience of and an interest in working with partners including schools, children's services, voluntary sector, police, NHS and others in supporting families and young people. 	Desirable
<ul style="list-style-type: none"> • Familiarity with MS Teams 	Desirable
<ul style="list-style-type: none"> • Full clean driving licence and ability to travel across 5 districts if and where required 	Desirable



OUTLINE CONDITIONS OF EMPLOYMENT

1. Job Title

LCP Co-ordinator - temporary

2. Salary

Full Time Equivalent Salary: circa £28,500 per annum

3. Hours of work

37 hours per week.

4. Holiday Entitlement

25 working days in each year in addition to bank holidays increasing by 1 day after 2, 3 and 4 years' service to a maximum of 28 days. Leave year is 1st April to 31st March (and pro rata for part time staff).

5. Conditions of Appointment

A three month probationary period applies to this post

6. Place of work

Home-based with a flexibility/willingness to work in locations and attend meetings across the 5 districts of Hampshire

7. Pension Scheme

Following successful completion of your probationary period, you will be automatically enrolled in Community First's NEST pension scheme, provided you meet the qualifying requirements. Community First will provide employer contribution in line with the provisions of the scheme. You will retain the option to opt out of the scheme should you so wish.

8. Accountability

The LCP Co-ordinator will be accountable to each of the LCPs via the Chairs. You will be line managed by a senior member of Community First's Community Directorate most likely the Voluntary Sector Engagement Manager