

## **Job description: Family Centre Leader**

1. **Job title:** Family Centre Leader
2. **Place of work:** Llandysul Family Centre
3. **Terms of contract:** 20 hours per week

### **4. Dimensions of the job**

Overall responsibility for the development and day to day running of the family centre in line with the funders' targets. Establishing, maintaining and developing the activities of the family centre, alongside the management committee, within the aims and objectives of the constitution and in consultation with the users. Line management function in relation to the Family Support Worker and volunteers. Co-ordinating role for the management group. Pursuance of the stated aim of the family centre to continue as a financially independent unit so that all children have the opportunity of a good start in life. Monitor and evaluate the family centre on a regular basis.

### **5. Working relations**

**Internal:** Other family centres, family centre volunteers and family centre users.

**External:** Statutory and voluntary organisations and public agencies.

### **6. Main purpose of the job:**

To establish and maintain a spectrum of responses for pre-school age children and their parents and carers (as identified in the aims and objectives of the family centre); to ensure a child centred practise and positive outcomes for children.

To accomplish all of the above within a safe, stimulating, accessible environment.

To act as Health and Safety Officer for the family centre.

To monitor and evaluate the project on a regular basis, ensuring that set targets are met.

To monitor changes to policy and guidance and cascade information to relevant stakeholders.

To contribute and attend meetings of the Family Centre Network.

To provide line management function (support and supervision) for staff members.

To ensure that the service delivers the outcomes in line with the requirements of funders.

To attend to general housekeeping duties for the family centre (i.e. ordering, photocopying, record keeping of centre materials, broken equipment recording, contacting management to approve of all repairs and cost).

To act as co-ordinator for the management group.

To share responsibility for the exploration of the avenues leading to financial independence, including identifying and applying for small and medium sized grants.

To undergo and to undertake training, research, monitoring and evaluation as required by a learning environment and to disseminate the results.

To establish good working links with key stakeholders eg Schools, Health Visitors, Public Health and local services, Team Around the Family and Flying Start.

To carry out administrative tasks as they occur, eg dealing with correspondence, telephone calls, postage and petty cash.

To establish and maintain a system of financial record keeping including book keeping, budgeting and bank reconciliations.

To produce financial reports for the management committee.

To work at all times within a non-discriminatory framework and to promote equality of opportunity and inclusion.

To attend and report to management committee meetings, and also to carry out additional duties as required by the management committee.

## **7. Qualifications and experience**

Educated to degree level. Relevant qualifications or experience in community/ health/ education/ early years/ child based community work. However, experience in related fields and the calibre of the candidate are also to be considered. The ability to speak Welsh will be an advantage for this post.

A good knowledge of first aid is essential, including a community first aid certificate and/or a willingness to undertake first aid training.