

ST DAVIDS DIOCESAN COUNCIL FOR SOCIAL RESPONSIBILITY

PLANT DEWI

JOB DESCRIPTION

Job Title: Manager Family Centres

Place of work: 3 Red Street, Carmarthen

Position in Organisation:

Chair – DCSR

Project Manager Plant Dewi

Manager Family Centres

Dimensions of the job:

To provide leadership for the strategic direction of the network of family centres to improve the life chances of children aged 0 to 11 in their local community.

Working Relations:

Family Centre Managers/Co-ordinators, Bid Writer (Family Centres), External partners including both voluntary and statutory agencies

Key tasks:

To be an integral part of the Plant Dewi Team

To play an integral role as part of the Carmarthenshire Families First/Flying Start programmes.

To work in partnership with both voluntary and statutory agencies including other agencies operating with the Families First and Flying Start programmes.

To manage the operational work of the centres, through directly employed staff or staff employed by partner agencies

To ensure that all legal obligations are appropriately met with, e.g. safe guarding, health and safety, equality of opportunity, confidentiality and data protection; and to ensure that all concerns are reported and appropriate records for inspection are maintained

To ensure adequate organisational policies and procedures are developed, implemented and monitored

To be aware of the overall financial viability of all of the family centres

To oversee and monitor quality assurance systems in the centres

To ensure that financial management standards are fully met, including those which relate to commissioning services

To oversee the monitoring and evaluation and the effectiveness of the centres, including regular reports to the management committee of the centres and reports to funders

To design and implement plans for the provision and continual improvement of the services

To promote and represent the centres as required, to include presentations to conferences, community and interagency meetings and consultation on future developments

To oversee, develop and promote community involvement in the centres and ensure that parents, carers and children are able to contribute to the development of services

To undertake other duties as may be required to meet the changing demands

To undertake any training or other tasks relevant to the post as and when required.

To facilitate the Family Centre Network which gives opportunities to share practice and ensure that policies and procedures are consistent

To attend meetings on behalf of Plant Dewi and the family centre network

To monitor and evaluate the work in line with the requirements of the funders and the requirements of Plant Dewi

To undertake other such duties as required by the line manager to achieve the targets as outlined

WORKING CONDITIONS:

Some evening/weekend/unsociable hours work (as required by the line manager)