



City Family CIC
543-545 London Road
Westcliff on Sea
Essex
SS0 9LJ

Role description

Title	Lead Child and Family Navigator (Community)
Based	Southend on Sea
Grade	7
Reports to	Operations Manager
Responsible for	N/A
Role purpose	Support the development of the project and coordinate Grow Healthy Working within communities and health partners to tackle children's health inequalities through the facilitation of community drop-in sessions and workshops with parents.

SAFEGUARDING REQUIREMENT:

City Family CIC is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedure to continuously promote a culture of safeguarding across the whole organisation.

Main Duties

1. To support the mobilisation of the Grow Healthy project
2. To line manager 1 member of staff
3. Lead the project coordination
4. To facilitate drop in sessions across a range of GP surgeries and clinics in Southend. Aimed at parents with children under 11.
5. To provide initial support to parents in the community and to identify parents and/or children who may benefit from additional input
6. Connecting parents with City Family service and those delivered by other agencies.
7. To develop and co deliver health focused workshops
8. To co develop health and childhood related health videos and messaging
9. Working with partners to tackle barriers faced by families and barriers in accessing appropriate services
10. To be familiar with the security procedures of venues (e.g. evacuation procedures and risk assessment) and maintain a high level of safety during the sessional delivery.
11. To keep updated on local service provision to best support families
12. Keep and maintain high quality, accurate records and produce reports and impact statements as required
13. To be fully compliant with the GDPR.
14. To comply with all organisational policies
15. To attend supervision, team meetings and training sessions



Registered Address: City Family CIC, Socata House 543-545 London Road, Westcliff on Sea, Essex SS0 9LJ.

Company Number 14356630



Equalities

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to grow, learn and develop. S/he must have an understanding of and commitment to equality of opportunity and anti-racism issues.

Policies and Procedures

The post-holder must be aware of and comply with all the organisation's policies and procedures including those relating to: bribery and corruption, safeguarding, confidentiality, data protection, health and safety, security and signing agreement and contracts and financial.

.This role description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of City Family CIC. You are also required to be flexible and adaptable with respect to your role

Person Specification

Experience

- Sound understanding of safeguarding procedures.
- Recent line management or supervisory experience.
- Proven experience in working with families, especially those facing vulnerability.
- Excellent understanding of the social, emotional and development needs of children under 11 and/or working with expectant families to promote healthy pregnancies.
- Proven experience working with a range of stakeholders
- Experience of recording, monitoring data and retrieving information
- Significant experience in facilitating and/or delivering groups based programmes or community focused sessions.

Knowledge and Qualifications

- Educated to degree level in a relevant field, or evidence of recent and continuing professional development in relation to child development and/or family support practice.
- Level 2 Safeguarding
- Evident awareness of child development and barriers to healthy child development
- Knowledge of Southend City Council safeguarding procedures.
- Domestic abuse awareness certificate.

Skills and Abilities

- Ability to work with parents.
- Ability to work as a part of a team and on own initiative
- Good IT skills including use of Microsoft Word, Office, internet and email
- Commitment to continuing professional development
- Ability to communicate with people from diverse backgrounds, and strong communication skills to remove any barriers to access.

Additional

- Full, clean drivers license and access to a vehicle is essential





Terms and Conditions

Salary: £30,096 (FTE)

Hours: 21 (FTE is 35)

Working Pattern:

TBC (Monday to Friday, with some evening work included and occasional Saturdays)

Annual Leave:

26 days (FTE)

1 day for birthday leave (FTE) and

1 additional day in December (FTE) (for business close down)

Contract type: Fixed term until 31 December 2025

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

Pension:

The table below shows what the base contributions are, and the dates they will rise. You can also choose to give more than the minimum amount should you wish.

Date effective	Employer minimum contribution	Employee minimum contribution	Total minimum contribution
10 August 2023	3%	5%	8%

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature:

City Family

Our Vision



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Our vision is to bridge the disparities in childhood in underserved areas by empowering families and communities, fostering innovation, and driving collaboration to create stronger foundations for children.

Our Mission

Our mission at City Family is to help create the ‘village’ around a child through empowering families and communities facing the toughest challenges to raise happy and healthy children. *We will do this by:*

- Bringing together families, volunteers, and paid professionals as partners, ensuring they drive the direction, design and delivery of our programmes and services.
- Continuously investing in research and evidence to understand our communities and identify the most effective approaches to improving the lives of children and their families.
- Cultivate ‘villages’ of helpful connections around families leveraging support from the private sector to further enhance what is available in communities.
- Focusing on prevention not escalation by supporting families at key transition points and life events with focused services.

City Family Values

We believe every child deserves to be safe

We believe in innovation

We believe in communities

We believe in fostering belonging

City Family Organisational Standards

Be accountable and honest	Ensure your actions align with your words and our values. Be truthful, stay committed to your responsibilities, respect confidentiality and avoid conflicts of interest Own your actions, acknowledge errors promptly and work to rectify
Remain professional and positive	Approach situations and interactions with a can-do attitude. Be polite, encourage others and view challenges as opportunities for growth. Be flexible in your approach.
Respect others	Actively listen to others, communicate clearly, avoiding assumptions and judgements. Respond to tasks in a timely manner and treat others with dignity and compassion.
Be a team player	Actively contribute to City Family’s vision, support colleagues and value diversity. Provide constructive feedback in a supportive environment
Additional Management Standards	
Be consistent	Ensure your actions, words and decisions are consistently applied. Promote fairness and enable a supportive, inclusive environment.
Lead by example	Show commitment, positivity and imbed values and standards throughout your leadership.

