

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	8PCS	<b>Role Title</b>	House Project Facilitator
<b>Grade</b>	PS8	<b>Reports to (role title)</b>	House Project Lead
		<b>Directorate / School</b>	Children, Family, Lifelong Learning
<b>JE Band</b>	269-313	<b>Service / Department</b>	Children Services, Family Resilience, Safeguarding, Corporate Parenting
		<b>Date Role Profile was created</b>	12/03/2024

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<ul style="list-style-type: none"> <li>•Take day to day responsibility for updating assessments and plans</li> <li>•Work flexibly, including evenings and weekends</li> <li>•Work with young people individually and as a group to enable them to take ownership of the project key areas.</li> <li>•Work in close collaboration with social care, education, health, housing and other agencies to ensure that young people's views are at the heart of all decision making.</li> <li>•Use the House Project Practice Framework in a way that is anti-discriminatory and that actively promotes equal opportunities.</li> <li>•Support the review Personal Education Plans (PEP), Educational Pathway Plans, (EPP) Pathway Plans, Careers Assessment or other meeting for young people where necessary.</li> <li>•Have the ability to support, challenge and actively involve young people, families or professionals appropriately and successfully.</li> </ul>
<b>Work Context</b>	The role holder works under the supervision of the project lead. The Local House Project is an important new initiative for Surrey that is focussed on enabling older looked after children and care leavers to progress to independence. In delivering their role they will need to support the project lead in running of the project. They will be provided with appropriate training to enable them to be successful in the role and they will undertake a range of tasks that will be determined in the response to their skills and experience and the presenting needs of the young people involved in the project, supported through supervision.
<b>Line management responsibility</b> if applicable	none
<b>Budget responsibility</b> if applicable	none
<b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family	<p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>• Identify opportunities and risks associated with the service and escalate / report to management.</li> <li>• Assess and manage risk associated with assigned cases/service delivery.</li> </ul> <p><b>Service Development</b></p> <ul style="list-style-type: none"> <li>• Contribute to the regular monitoring and review of services established to facilitate service improvement.</li> <li>• Provide specialist/professional advice and recommendations within defined policy and procedures to support informed decision making.</li> </ul> <p><b>Planning &amp; Organising</b></p> <ul style="list-style-type: none"> <li>• Undertake care planning and manage complex cases and / or take a lead on development and project work, assisting in development and improvement of services and practice in own area.</li> </ul> <p><b>Finance/Resource Management</b></p> <ul style="list-style-type: none"> <li>• Make recommendations for the provision of services in line with the budget determined according to assessment of needs, and advises less experienced staff on budget and costs of services.</li> </ul> <p><b>Work with others</b></p> <ul style="list-style-type: none"> <li>• Liaise, communicate and build relationships with other internal departments, partner organisations, agencies and/or contractors on operational issues to share knowledge or best practice and deliver service in partnership.</li> </ul>

	<ul style="list-style-type: none"> <li>• Work in partnership with service users, their families/carers.</li> </ul> <p>People Management</p> <ul style="list-style-type: none"> <li>• Allocate work and monitor the standard of team performance and ensure resolution of any issues, and / or may take on a coordinating and supervisory role with more junior staff as directed by their manager.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To work alongside colleagues in the maintenance of a safe working environment reporting incidents, accidents, repairs and maintenance promptly and taking appropriate action as required. adherence to safe working under the health and safety policy is required.</p>
<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Advanced vocational qualification at level 4 or considerable on the job experience.</li> <li>• For some roles a relevant degree may be required.</li> <li>• Practical knowledge of relevant legislation, processes and procedures and issues relating to the service user group with ability to apply this in challenging situations. Working knowledge of practice standards where appropriate.</li> <li>• Able to assess, plan and review cases; undertake challenging casework, where appropriate shadowing more experienced social workers/practitioners.</li> <li>• Numerate and able to advise on effective use of budgets and resources.</li> <li>• Competent in a range of IT tools including MS Office and database management systems.</li> <li>• Effective written and oral communication and interpersonal skills with good negotiation and influencing skills, and the ability to maintain effective working relationships at all levels.</li> <li>• Creative problem solving skills and the ability to identify service improvement initiatives.</li> <li>• Able to promote effective team working, and use supervision to improve personal performance and practice of junior staff.</li> <li>• Satisfactory DBS clearance might be required.</li> </ul>
<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<p>an understanding of the social, emotional, safeguarding and practical challenges facing young people in care and care leavers and understanding of how these may be overcome</p> <ul style="list-style-type: none"> <li>•Clear understanding of safeguarding and ability to assess situations for and with young people, managing and referring on appropriately.</li> <li>•Ability to take day to day responsibility for assessments, and individual support for young people in the House Project as agreed with the professional networks.</li> <li>•Highly developed interpersonal skills and the ability to develop good working relationships with a variety of agencies such as Careers and Youth Offending Service.</li> <li>•Satisfactory check through the Disclosure and Barring Service.</li> </ul>
<b>Role Summary</b>	<p>Roles at this level manage and organise effective provision of services through specific projects, specialist advice, guidance and assessment, or day-to-day coordination of front line delivery of a specific service. They require the ability to influence and practically apply knowledge on the basis of technical knowhow, facts and evidence. They work collaboratively with a network of internal and external colleagues. Role holders need to be able to work independently whilst working under the supervision of more experienced staff.</p>
<b>Reference Number</b>	<p>BM-2024-129</p>