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**Family Centre Manager - JOB PROFILE**

**JOB TITLE:**  Family Centre Manager at The Red Oak Family Centre

**JOB PURPOSE**: To lead and manage the day to day operation of the Family Centre to support families with children aged 0-11 years who are identified as the most vulnerable.

The services offered will be targeted and referrals will come via the Early Help Hub. The approach builds on the Family Resilience Model based on early intervention and support.

The Family Centre Manager will lead the Family Centre in ensuring all families within the Family Centre reach area are offered help at the right time as part of an early help plan.

**ACCOUNTABLE TO:** Ultimately: The Governors and the Headteacher

For management: The Headteacher

For appraisal: The Headteacher

The normal weekly hours will be 36 hours per week, (shifts rota’d from 8.30am to 5.00pm, with occasional weekends and evenings as required).

**Surrey Pay Scale 9: salary £35,382 - £39,246**

**KEY ACCOUNTABILITIES**

Service Development

* Contribute to the development and achievement of business plans in their work area to develop and implement agreed strategy
* Promote and manage the delivery of the service to meet the needs of the public

Planning and Organising

* Plan workloads and secure resources to enable the team(s) to achieve a quality service
* Lead projects and reviews within a defined area of work as directed by their manager to promote engagement with the service area

Analyse Reporting and Documentation

* Ensure processes and systems are in place to monitor and review service delivery and achievement of agreed objectives
* Collate information, performance and service impact data to report to stakeholders

Finance/Resource Management

* Monitor and advise on budget expenditure in accordance with the Council’s policies and procedures
* May manage external suppliers and contracts

Work with Others

* Liaise, communicate and build relationships with other internal departments, partner organisations, agencies and/or contractors on operational issues to share knowledge of best practice and ensure quality integrated service delivery

People Management

* Manage a team operating in a specialist area and organise deployment of staff and work and/or appropriate support for service users
* Monitor and support the performance management and development of team members to ensure that individual contributions are maximised