



<b>Job Title</b>	Dad Co-ordinator
<b>Accountable to</b>	Chief Executive
<b>Line Manager</b>	Chief Executive
<b>Salary</b>	£13.60 per hour
<b>Office Location</b>	Park Lane Centre, Park Lane, Woodside, Telford but working across Telford
<b>Hours</b>	Up to 10 hours per week possibly increasing up to 16 during the project. Additional hours may be available on our other funded projects. Please note these hours will be paid at the Real Living Wage, which differs from the rate of pay for this role.  Flexible working pattern – evenings and weekends included
<b>Contract</b>	Up to 12 months with possibility of extension
Further information in the Summary Terms and Conditions.	

Please note that as this job is for engaging with dad's a genuine occupational requirement is applied under the Equality Act, Schedule 9, Part 1. As our work involves direct work with toddlers, babies and children, this post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to declare all relevant convictions (both spent and unspent, expect for those that are legally protected). An Enhanced DBS checked against the children's barred list will also be required.

### Job Overview

The Dad Co-ordinator will play an active role in engaging with local fathers, supporting them via peer support to build positive family relationships, and helping to create a father-inclusive approach within the community.

In the first phase of the project, the focus will be on connecting with local dads to understand what services and support they would value. As the project develops, the Co-ordinator will establish, deliver, and evaluate a range of universal and targeted interventions for fathers in the perinatal period, such as dad-and-baby groups.

The role will also involve setting up and running a local Dad's Forum. Successful candidates will be instrumental in strengthening support for dads and partners across Telford & Wrekin.

### Job Description

#### Key Responsibilities

- Plan, coordinate and deliver engagement sessions, dad's forum and dad groups
- Support dads
- Promotion and awareness raising
- Be responsible for the smooth running of the engagement sessions, dad's forum and dad groups.
- Be responsible for and initiating fun creative activities in the drop in
- Support to engage with appropriate specialist support or advice services.
- Signpost to other community groups and activities
- Complete referrals to services where required.
- Support to develop more confidence and greater ability to gain choice, control and responsibility.
- Keep accurate and appropriate service user records
- Gather and record progress and outcomes with individuals using the agreed outcome measurement tools/ database.
- Complete relevant organisational paperwork



- To apply safeguarding and child protection procedures at all times
- Support dads by telephone, face to face or email.
- Ability to maintain confidentiality at all times
- To be able to actively listen without prejudice
- Enable Dad's accessing our services to voice their needs and opinions.
- Risk assess activities
- Help to retain volunteers

The above is not an exhaustive list and in addition to the above duties, you may be required to perform other duties as the needs of our business change. We reserve the right to amend the above duties as deemed necessary for the needs of the business.

Person Specification	Essential / Desirable
Evidence of a solid general education and GCSE English Language passed at A* - C / 9-4 or equivalent	E
Numerate	D
Ability to use Microsoft office applications	E
Good standard of written and spoken English	E
Commitment to personal continuing professional development	E
Experience of the issues and challenges facing the parents of infants and young children and an understanding of the needs of families with infants and young children	E
Experience in working with children and young people who have mental health, disability / additional need.	D
Knowledge of current legislation and policies relating to children and families	D
Knowledge of safeguarding issues	D
Ability to facilitate groups and engage with dads from a variety of backgrounds and life experiences	D
Ability to organise regular, effective communications such as newsletters and social media posts, blogs, vlogs, etc. for dads and their families, referrers, and partner agencies	D
Recruiting and managing volunteers	D
Ability to process and collate information	D
Experience of using outcomes, outputs, indicators and targets	D
Ability to plan and prioritise	D
Ability to understand project budgets and to work within them	D
Ability to work as part of a team	D
Strong collaborative team player, skilled at group work and able to work unsupervised and take the initiative, e.g. identifying new funding opportunities	D
Ability to work autonomously and independently	D
A positive and creative approach to tackling tasks	D
Good interpersonal skills	D
Parenting experience	E
Able and willing to work flexibly, including evening or weekend work	E



Willing and able to travel frequently by public or private transport across Telford there may be a requirement to transport toys and equipment to other centres across Telford	E
Excellent communication skills both verbal and written and the ability to work with a variety of audiences.	E
Good negotiating and advocacy skills	D
Knowledge of SEND, Mental Health and Learning Disabilities	D
Working knowledge of children's safeguarding	D
Ability to work on own initiative, work well under pressure, prioritise work and manage time effectively either as part of a team or when lone working	D
Friendly, approachable, caring, non-judgmental, organised, flexible, resourceful	

<b>I acknowledge that I have read and understood the above job description</b>	
<b>Signed:</b> By the employee	<b>Date:</b>
<b>Signed:</b> Line Manager	<b>Date:</b>

### How to Apply

To request an application pack or for an informal chat about the role, please email [info@challengingperceptions.co.uk](mailto:info@challengingperceptions.co.uk) ref: dadrole

**Deadline for applications:** Friday 5<sup>th</sup> June - Midday

**First Interviews:** TBC

Challenging Perceptions is committed to equal opportunities and safeguarding children. All roles are subject to an enhanced DBS check and references.