

Minik Kardes

JOB DESCRIPTION and Person Specification

POSITION	Manager Community Outreach
SALARY	£29,000 to £32,000 (pro-rata)
HOURS OF DUTY	28 hours per week
RESPONSIBLE TO	Director & Management Community

PURPOSE OF THE POST

Overseeing and Managing Minik Kardes's community Outreach services and staff in Hackney and Islington.

The outreach services have several different funding streams including:

- **Improving and enhancing lives - Turkish and Kurdish speaking community and family project**

Minik Kardes have been successful in securing Lottery funding to increase and Develop our outreach service, this work is funded for 3 years initially and will be key in supporting our communities. In partnership with Imece (womens centre) and Derman (Mental Health service); we aim to deliver a service which supports Turkish and Kurdish speakers whether they are 6 months or 80 years old.

- Community links (Islington)
- Children's centre services (Hackney)
- Strengthening families strengthening communities (Islington)
- Antenatal classes (Hackney and city CCG)
- Various training grants

MAIN DUTIES

1. Managing a team of up to 7 staff, delivering on the supervision and appraisals of staff.
2. Working with and supporting all Turkish, Kurdish and Turkish-Cypriot community in particular refugees and asylum seekers in the area and to ensure people are aware of the services offered.
3. Supporting your staff team to arrange events to publicise the services of Minik Kardes and the Partnership, to organise other community events in line with the project
4. To work with Children's Centres, for identifying and supporting hard to reach parents and ensure that the community groups understands the role of the children's centres and this project.
5. Developing and supporting the Partnership work with IMECE and Derman as part of the lottery funding.

6. To work closely in the co-ordination, service planning, development and reviews with family support teams across Islington and Hackney.
7. To foster and build positive relationship with colleagues, multi-disciplinary professionals to share experience skills, knowledge of Turkish, Kurdish and Turkish-Cypriot community needs.
8. To develop a sound knowledge and understanding of local resources and services and to assist staff in supporting parents to access them
9. To identify gaps in programme delivery across Hackney and Islington and to work on grant applications and funding streams.
10. To monitor and report on all projects
11. To establish and maintain effective liaison with other partners and services
12. To be part of the Lottery initiative programme working across the partner organisations
13. To lead outreach team meetings and training as appropriate
14. To be part of the senior management team of Minik Kardes including the Lottery partnership meetings
15. To be an ambassador for the organisation and promote the work of minik kardes, children's centres and community work
16. To actively look for opportunities to develop the service.
17. Support and encourage parents and carers to provide feedback about services and to be involved in the development of services.
18. Safeguard children through adherence with local and national safeguarding procedures and engagement with early identification and preventative services.
19. Safeguard Adults through adherence with local and national safeguarding procedures and engagement; supporting vulnerable adults into appropriate services
20. Liaise with other professionals, to resolve problems and develop effective working relationships across a wide range of discipline and agencies.
21. Work during times that will promote direct work with families and the community. This will include morning, afternoon, evening and weekend work as required.
22. To undertake any additional tasks as reasonably required
23. To work in accordance with Minik Kardes Satellite Children's Centre policies including Health and Safety and Equal Opportunities

24. Working with relevant agencies such as; connexions, social action for health, HCVS, Hackney Ark, Midwifery, schools, education authority, REU etc to provide support and information. HCVS, ICVS (Hackney and Islington Council for Voluntary services).

PERFORMANCE STANDARDS

1. To ensure that all services within the areas of responsibility are provided in accordance with Minik Kardes' commitment to high quality service provision to its customers.
2. To ensure families in need have outreach support and home visits.
3. At all times to carry out the responsibilities of the post with due regard to Minik Kardes' Equal Opportunities policy.

<ul style="list-style-type: none"> ❖ Be able to plan, prioritise and monitor work ❖ Be able to write and follow through funding bids-proposals 	<ul style="list-style-type: none"> √ √ 	
<p>General</p> <ul style="list-style-type: none"> ❖ Actively promote equality and challenge discrimination ❖ Commitment and enthusiasm ❖ Ability to travel ❖ Understanding of welfare rights ❖ Enjoy working within a team and supporting staff to enable them to develop 	<ul style="list-style-type: none"> √ √ √ √ √ 	