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.

Person Specification for Manager of Community Outreach

		Essential	Desirable
Quali	fications		
*	Fully literate in both Turkish and English language, proven	2	
•••	Fully literate in both Turkish and English language, proven qualification will be advantage	N	
**	Fully literate in Kurdish		
	Professional qualification or equivalent experience in		N
•	Education, childcare or community	v	
•••	Qualification in management		
•			v
Exper	iences		
Three	years' experience of:		
*	Working with different community groups and services	\checkmark	
	Managing a team of staff	Ň	
	Applying for funding	,	\checkmark
	Working in multicultural communities	\checkmark	•
	Working with children and families, developing programmes	,	
•	designed to support needs		
•*•	Organising and publicising events	\checkmark	N
	Community development with links to education		v
	Multi-agency working	N	
		Ň	
•••	Working with vulnerable communities	N	
Know	ledge		
*	A current knowledge and understanding of Safeguarding		
·	children and adults; Local and national safeguarding	,	
	procedures and engagement with early identification and		
	preventative services. Being proactive in identification.		
•*•	An understanding of the statutory and voluntary service		
	Knowledge and understanding of the needs the needs of	N	
***	immigrant communities	N	
**	Knowledge of good people management practices	N	
		N	
	IT packages, windows, excel and word Knowledge of training opportunities for adults	N	
	Knowledge of training opportunities for adults	N	
**	Knowledge of race, culture, religion, special needs, gender,	N	
Skille	class, age, etc. and abilities		
*	Ability to manage a team		
*	Ability to provide advice, information and support	\checkmark	
*	Ability to plan and organise community events	\checkmark	
*	Excellant communication and interpersonal skills both verbal	\checkmark	
	and written		
*	Excellent report writing and monitoring	\checkmark	
	Computer and administration skills	\checkmark	
	Ability to be flexible and innovative	\checkmark	
	Be able to work as part of and lead a multi-disciplinary team	\checkmark	

 Be able to plan, prioritise and monitor work Be able to write and follow through funding bids-proposals 	N N	
General		
 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 	$\begin{array}{c} \sqrt{}\\ \sqrt{}\\ \sqrt{}\\ \sqrt{}\\ \sqrt{}\\ \sqrt{}\end{array}$	