

 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
Job Title	Reducing Parental Conflict Co-Ordinator		
Service	Integrated Early Help Service	Team	Children's Services and Early Help
Location	Wokingham Youth Centre (and other locations when required)		
Reports to	Team Manager, Integrated Early Help Service		
Responsible for	NA		
Grade	Grade 7 Type of position:		Date
<For HR use only>	Fixed Term contract 12 months		17.03.25
	Part time (3 days a week, 0.6 FTE)		
<p>This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.</p>			
<p style="text-align: center;"><u>Service Purpose</u></p>			
<p>The Integrated early help service provides support and intervention to families and their children prebirth to 18 years of to support families with targeted early help needs to reduce the risk and harm to children and prevent escalation to Social Care. The work builds on a family's strengths and introduces coping strategies, alongside other support and partnership approaches.</p>			
<p style="text-align: center;"><u>Purpose of the role</u></p>			
<p>To raise awareness and support the implementation and embedding of the reducing parental conflict programme across the children's workforce in Children's social care and early help at Wokingham Borough Council and other partner organisations.</p>			
<p style="text-align: center;"><u>Main Accountabilities</u></p>			
1	To raise awareness of the Reducing Parental Conflict Programme and the impact of Parental Conflict which is intense, frequent and poorly resolved.		
2	Act as a contact point for advice and guidance on parental conflict for internal and external colleagues including health, police, education, Children's Services and early help and the community and voluntary sector.		
3	Work with relevant colleagues and external training providers to contribute to and deliver a reducing parental conflict programme across the children, young people, and family workforce.		
4	Produce a range of resources to support programme goals, the workforce and activities.		

5	Develop and maintain effective relationships with external and internal stakeholders to achieve the programme goals, outcomes and milestones.
6	Undertake information gathering and data analysis, ensuring accurate recording.
7	Lead on the assessment, analysis and action planning for evidencing the impact of the reducing parental conflict programme for both the workforce and parents/carers.
8	Alongside the governance arrangements in place for the Helping Early Strategy 2025-2028, share the successes while identifying any barriers and gaps and contribute to strengthening the programme.

Supervision Received	The role will receive at least monthly supervision from the Team Manager of the Integrated Early Help service, and will be provided support, guidance and appropriate challenge as required.
Supervision Given	The role does not have any line management responsibility, the role is an advisory role in which advice, guidance and signposting will be provided to the internal and external workforce.
Contacts & Working Relationships	Internal: Integrated Early Help Service, Children's Social Care, Prevention and Youth Justice Service, SEND, Education, Wokingham Borough Council External: Early years providers, schools, health, police, public health, probation, housing, Voluntary and Community Sector and others
Management of resources or budget	To work within the budget of the programme and wider Integrated Early Help Service
Special Factors	This role requires an ability to attend the workplace of the Wokingham Youth Centre for relationship building with colleagues, to deliver training as well as an ability to travel to a variety of locations in borough as required. An enhanced DBS is required for the role. The role is not politically restricted.

Organisation Chart

Head of Service Helping Early, Community and Prevention



Team Manager for Integrated Early Help



Reducing Parental Conflict Co-Ordinator

Person Specification

Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.

Qualifications	Essential	Desirable
	<p>A professional qualification in health, social care and/or education</p> <p>Training qualification and/or substantial experience</p>	<p>Completed reducing parental conflict training</p>
Technical Skills	Essential	Desirable
	<p>Ability to relate to and build effective working relationships with internal and external partner agencies.</p> <p>Working knowledge of current legislation and policy regarding safeguarding children and families, and the legislative and national policy context for early help for children and families.</p> <p>Ability to influence and negotiate with internal and external partners at varying levels i.e. front line workers and senior leaders</p> <p>Ability to manage multiple work strands including skill to monitor and review against key performance measures</p> <p>Ability to use IT packages such as Word, Outlook, Excel and Powerpoint</p> <p>Ability to be innovative and creative in finding solutions to unique partner agency challenges</p>	

	<p>Excellent communication skills; verbal and written</p> <p>Ability to demonstrate dynamic presentation skills including delivering to a range of professionals in groups or individual settings</p> <p>Ability to work under pressure and maintain a calm and professional approach in difficult situations</p> <p>Ability to be self-motivated with good time management and organisational skills working to deadlines</p> <p>Ability to contribute as a constructive member of a team</p> <p>Ability to ensure that the principles of inclusion, equality and diversity are integral to development and delivery</p> <p>A commitment to continuous professional development</p>	
.		
Knowledge	Essential	Desirable
	Demonstrable knowledge and understanding of parental conflict; the programme and also the impact/outcomes for children	
Experience	Essential	Desirable
	<p>Experience in designing and delivery training to multi-agency staff or volunteers</p> <p>Evidence of ability to plan, facilitate</p>	

	<p>and embed practice within groups of practitioners or organisations.</p> <p>Substantial experience of working with children, young people, parents/carers in either a paid or voluntary capacity in a variety of settings</p> <p>Experience of working in a multi-agency environment</p> <p>Experience of collaborative work with internal and external colleagues which delivered improved outcomes for children, young people and families</p>	
Other	Essential	Desirable
	<p>An informed and ethical value-base that is in keeping with public service</p> <p>Working with sensitive and confidential information about children and subject to an enhanced DBS check</p> <p>Willingness and ability to work flexibly within the requirements of the service</p>	
Completed by:	Jackelyn Dance	Date: 17.03.25