

Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Pause Practice Co-ordinator
Salary:	£31,537-34,434 per annum
Grade:	8
Hours:	37 We are open to discussions about flexible working.
Team:	Pause Oxfordshire
Service Area:	CEF- Children, Education and Families
Primary Location:	The Pause Office is in the Blackbird Leys Library, Oxford, OX4 6HT. This post will be a combination of office base (2/3 days) and home base. Also travel to Banbury once a month.
Budget responsibility:	No direct budget responsibility but the post holder will have financial responsibilities.
Responsible to:	Pause Practice Lead
Responsible for:	No direct responsibility for supervision but some direction and co-ordination of other employees (regular monitoring, advice around data system and finance systems) and responsible for data input, analysis and outcome.
Political Restricted Post:	N/A

Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

The Co-ordinator has a vital role in ensuring the smooth running of the Oxfordshire Pause Practice which is a specialist service for birth parents who no longer have their children in their care. The postholder will be:

- providing comprehensive administrative support and general assistance to the Pause Oxfordshire team and for the Pause Strategic Board. This will involve organising and taking minutes at strategic partnership board meetings.

- Being responsible for data input, monitoring, reporting and analysis for the Pause Service. The co-ordinator will also be responsible for gathering feedback from the women on the programme. This is crucial for evidencing the outcomes for the service.
- Supporting practitioners in their day to day assertive outreach work, be a direct point of contact for women on the programme and take a lead in organising and helping to deliver the pause group work programme and the Next Steps service.
- Maintaining financial systems and the day to day monitoring of all expenditure related to the women's resource part of the Pause programme.
- Support the Next steps service which will involve directly working with birth parents over the telephone or in the office.

Job Responsibilities

This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake.

Administration and data

- Provision of administrative support to Pause Oxfordshire to ensure smooth running of the Practice, including receiving and coordinating incoming correspondence, coordinating a range of meetings and event management;
- Developing, maintaining and regularly updating internal systems, both manual and IT, that support and enhance the work of the Practice;
- General office management, including responsibility for health and safety and working closely with the Practice Lead (team manager) on maintaining an accurate record of the team's whereabouts, including lone working, leave and other absence arrangements. This also includes managing the Pause Office based at Blackbird Leys library.
- Providing technical support for the Apricot data system, and ensuring both inputting data and ensuring case recording is completed by the team in order to facilitate quality assurance reporting, which in turn demonstrates outcomes for women;
- Carrying out audits of all women on the programme to ensure the data is complete and accurate.
- Being responsible for producing and analysing the data by inputting and running reports on Apricot and presenting in appropriate formats for the quarterly report for Pause National and the Pause strategic board.
- Developing and maintaining systems to track women who are going through care proceedings who may be eligible for Pause.
- Coordination of newsletters for women.
- Use appropriate web based system to capture and present 'women's voices' for the quarterly pause board and presentations and events.
- Support practitioners in data input, recording, organising transport and appointments for women on the programme and responding to a variety of different needs in crisis situations.

Financial support

- Provide financial administration monitoring and processing for financial management of the 'Woman's Resource' across the service area and management of the team's expenses.
- Process financial tasks within the team including purchasing of relevant goods, receipting of goods and receiving goods where necessary.

Working with Pause women

- Pause Co-ordinators have face-to-face contact and telephone calls with women both on the pause programme and on the Next Steps Programme. The co-ordinator acts as the first point of contact for the service when women cannot reach their practitioners and also for women who have graduated from pause. This requires the ability to speak to vulnerable women, sometimes in challenging circumstances and in crisis situations, take appropriate action and respond sensitively to any cultural differences;

- Coordination and organisation of events (regular graduation events for women), as well as monthly group activities for Pause women; this will involve organising and assisting in the running of groups. This includes attending a monthly craft group in Banbury.
- Assisting in the delivery of the Next steps service which is a service delivered to women who have graduated from the 18 month pause programme.
- Maintaining an up to date knowledge of significant developments with women allocated to the team in order to support the Pause Practitioners in their work.
- Contributing to monitoring and evaluation of the programme by completing feedback interviews with participating women.
- Identify community resources and work with partners to offer the best possible trauma informed service and to meet the needs of women on the programme.
- An understanding of safeguarding requirements and processes and/or a commitment to attend necessary training;
- Adherence to compliance and confidentiality policies, ensuring all legislative, national and local policies in relation to children and vulnerable adults are followed correctly.

Leadership and Collaboration

- Attending and participating in meetings as required to support the needs of the service including take a lead role for a service process, system or development area.
- Maintain an up to date knowledge of business system developments and the organisational statutory frameworks
- Lead and conduct a regular scoping exercise working with data received from data analysts to identify women that are eligible for the Pause programme.

General requirements:

- A shared understanding of the ethics and core values that underpin Pause, alongside a commitment to develop and deliver a trauma informed service to women on the programme;
- Working within a flexible framework in order to meet the demands of the service outside usual office hours and travel as required;
- Any other duties as might be required within the remit and responsibilities of the post.

Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

Essential Criteria	Assessed By:
Educated to A level, or equivalent, or comparable ability.	A,D
English language and Mathematics GCSE Grade C or above, or equivalent, or comparable ability.	A, D
Relevant qualifications or significant demonstrated experience in delivering high quality administrative and office support at both operational and strategic levels.	A, I
Effective administration experience and evidence of using verbal and written communication skills to enable liaison with a range of women, professionals and agencies	A, I
Experience in financial administration and processing financial transactions and monitoring budgets	A, I
Experience of managing a variety of demanding tasks simultaneously and successfully achieving deadlines and targets through effective project management skills, often without close supervision	A, I
Experience of setting up and maintaining effective office systems and ensuring access and confidentiality details are managed appropriately	A, I
Ability to think differently, problem solve and offer helpful, creative solutions in a fast-paced and demanding environment	A, I
Ability to work in a self-motivated and proactive way, getting things done before they become major problems	A, I
Information and data research, retrieval entry and collection using information management/internet/web-based systems.	A, I
Experience in analysing and interpreting data with an ability to produce high quality work and presenting it in a variety of formats.	A, I, T
Strong ICT skills including extensive knowledge and ability to use spreadsheets and ability to use business systems effectively. Knowledge of a variety of software packages, particularly Microsoft Excel, Word, Outlook and PowerPoint; knowledge of other key digital levers is desirable (such as WordPress, InDesign, Adobe, social media platforms and creating info-graphics)	A, I, T
Ability to take and produce accurate and confidential minutes	A, I
Reliability and integrity, together with an enthusiastic and flexible attitude, an ability to use initiative, apply diplomacy and demonstrate resilience in the workplace	A, I

Excellent interpersonal skills and the ability and confidence to influence and manage a range of relationships., including the ability to deal with complex issues in a sensitive and appropriate manner	A, I
Ability to work alone, as well as working co-operatively in a small team.	A, I
Full Driving Licence and access to a Vehicle	A, D
Desirable Criteria	Assessed By:
Some experience of front facing work with vulnerable adults (highly desirable)..	A, I

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

<input checked="" type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input checked="" type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.