

Best Start Co-ordinator

Department: Children, Young People, Education & Skills

Division: Education Childcare and Early Years Service

Reports to: Head of Early Years / Best Start Partnership

JE Reference: CYP1056

Grade: CS10

JE Date: 15/12/2021

Job purpose

To drive forward the ambitions of the Best Start Partnership Board (BSPB) through the co-ordination of a Best Start programme of activity which engages expectant parents, parents-to-be, babies, young children and families along with settings and service providers, including voluntary and community organisations, in promoting and improving outcomes for all children.

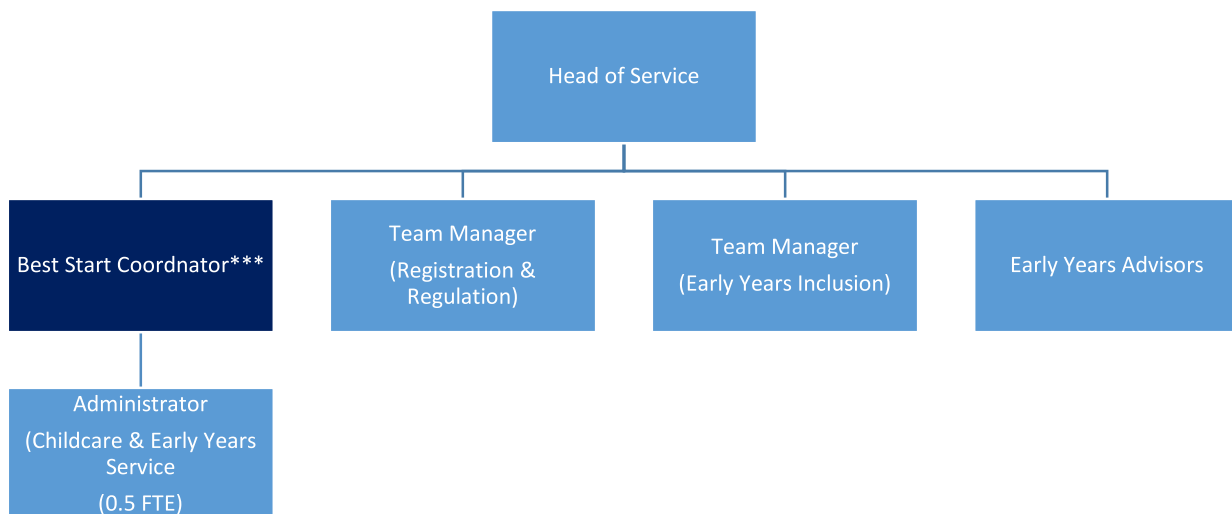
Job specific outcomes

1. **Best Start for All:** Supporting multi disciplinary public, private and charity sector service providers with the creation of an evidence based core offer for all young children and families to promote health, development, learning and well-being by exploring new ways of working to reduce inequalities and give every child the best start in life.
2. **Best Start for All:** Contributing to the mapping of all service information and production of family friendly information in ways that is needs-led and focused on children and their families
3. **Best Start Plus:** Ensuring a co-ordinated programme of support and provision differentiated according to need, developing innovative practice in relation to vulnerable children and families including those who struggle to access current services.
4. **Best Start Together:** Working across disciplines, communities and parishes to establish a needs-led approach to giving children the Best Start in life. Create a community of practice focused on connecting services and support in a joined-up way. Build on community strengths and assist the creation of a self-supporting network of parents.
5. Developing strong and sustainable relationships and collaborations through innovative and creative ways that foster positive outcomes for children and their families.
6. Responding to the specific needs of children and families through co-production, data analysis and evaluative and evidence informed approaches making recommendations to the Best Start Partnership Board
7. Accountability to the Best Start Partnership Board for the tracking and reporting of the programme of work (including leading a number of pilots) post COVID to support children, parents and the workforce.
8. Building on the Best Start opportunities that currently exist in centres for children and families to extend this approach, providing strategic leadership and management in the community.
9. Producing and presenting reports in various ways to a variety of internal and external audiences, including written reports, presentations and workshops, etc to obtain feedback and gain buy in from stakeholders.
10. Representing the Best Start Partnership on a number of internal and external multi-agency working groups.

Statutory responsibilities

- The postholder will have to comply with all relevant States Laws, such as the Health and Safety at Work (Jersey) Law 1989 and any other associated legislation, Standing Orders, Financial Directions, and other relevant Codes of Practice, in respect of managing the key project deliverables of programmes and costs through the active management of procurement, approval, financial and administrative procedures.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work (Jersey) Law, 1989
- To work in accordance with the Data Protection (Jersey) Law;
- This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure



*** the Best Start Coordinator will have a reporting line into the Best Start Partnership chair and will take advice and guidance from the wider Partnership Board

Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	A relevant qualification at degree level is required.	Post graduate study in a relevant field
Knowledge	Thorough knowledge and understanding of best practice in integrating and co-ordinating services for children under five and their families. <i>Sound understanding of child development, community and parent support,</i>	Knowledge of outcomes based accountability
Technical / Work-based Skills	The post holder is required to hold a full driving licence. Excellent evaluation, report writing skills are essential requirements with the ability to adjust them to a wide audience, plus a proven ability in IT skills.	
General Skills/Attributes	The ability to communicate effectively to a wide audience is crucial to the role. Excellent organisational and interpersonal skills are essential requirements.	
Experience	At least 5 years' successful experience of working within the children's workforce with children under 5.	Previous experience of work in areas allied to managing programmes, leading and co-ordinating initiatives for children and families. Previous experience of delivering stakeholder events.

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities, attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.