



# Role Profile

## CEDAR + Project Co-ordinator

CEDAR+ (Children Experiencing Domestic Abuse Recovery)

Reference No.	I391.01	Type	Individual
Service	Children & Families and Criminal Justice Service		
Job Family	Professional 2	Grade	FC8

### Purpose

To co-ordinate and deliver therapeutic groupwork for children alongside concurrent programmes for mothers to help recovery from their shared experiences of domestic abuse. CEDAR+ helps children understand domestic abuse, their mothers to understand the experience through their children's eyes and supports professional learning

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Managing and co-ordinating the development and delivery of a community group work programme for children and young people with experience of domestic abuse and also for their mothers, including making travel and childcare arrangements for service users, organising accommodation for group work sessions and arranging supplies.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**    **D**

Knowledge of domestic abuse issues and the impact on babies, children, young people and their mothers (Deliver results - See 'How We Work Matters' Framework)

✓

Educated to SCQF level 9, which includes a Degree or equivalent

✓

Experience of facilitating group work programmes

✓

Ability to travel throughout Fife

✓

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<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Liaising with co-ordinators from other CEDAR projects, local Multi-Agency Partnerships, voluntary agencies and other interested parties.	Knowledge of child protection (Focus on customers)	✓	
	Knowledge of policy and legislation in relation to domestic abuse - children and families		✓
Recruiting a pool of CEDAR+ community group work facilitators, providing appropriate support.	Organisational skills	✓	
Delivering staff training and development relevant to the CEDAR+ project to co-facilitators and others from a range of agencies.	Staff training and development skills	✓	
	Experience of supervising and supporting staff		✓
Working with agencies to ensure their staff respond to the needs of children and their families appropriately.	Partnership working skills (Work together)	✓	
	Experience of multi-agency working	✓	
Carrying out analysis and evaluation, ensuring compliance of agreed monitoring within the project and co-ordinating this activity with co-facilitators, including consulting with service users.	Experience of working to deadlines (Take ownership)	✓	
	Analytical skills	✓	
Receiving, documenting, processing and co-ordinating all records.	IT Skills (Embrace technology and information)	✓	
	Knowledge of data protection	✓	
Providing regular verbal and written reports.	Report writing skills	✓	
Ensuring appropriate support is available for children and young people and for women attending groups.	Prioritisation skills	✓	
	Empathy skills	✓	
Sharing experiences of CEDAR+ Project with other local authority areas, including public speaking.	Communication skills	✓	
	Presentation skills	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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<b>Job Title of Specialist tasks</b>			

## Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input checked="" type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

### Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

### Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results