

**Family Rights Group**  
**Lifelong Links Project co-ordinator**  
**Job Profile, Responsibilities and Person Specification**

<b>Post Title:</b>	<b>Lifelong Links project co-ordinator</b>
<b>Hours:</b>	35 hours per week
<b>Responsible to:</b>	Project Director
<b>Purpose of Post:</b>	The Project Co-ordinator will play a central part in supporting the delivery of the Lifelong Links trial in the UK. The Project Co-ordinator will have a wide remit so is well suited to individuals with a broad range of skills, who are highly organised, enthusiastic, and thrive in a fast-paced environment.
<b>Grading:</b>	NJC SO2 - £28,485 to £30,153 plus £3,650 London weighting and 5% pension contribution
<b>Leave:</b>	Pro Rata 27 days per year (increasing to 30 days) + Bank Holidays

The aim of Lifelong Links is create a lasting support network for children and young people in the care system for whom there is no plan for them to live within their family or be adopted.

The Lifelong Links approach draws upon a combination of a family finding model, which originated in the United States and the family group conference model, which originated in New Zealand. The aim is to identify and engage relatives and other supportive adults, who are estranged from, or not yet known to, a child who is in the care system, especially those who are willing to make a lasting commitment to him/her.

The premise of the approach is valuing continuity and permanence of relationships (be it with relatives or others connected to the child e.g. former foster carers or teachers) that offer ongoing support, provide an explanation of historical events and reinforce identity and a sense of belonging for the young person. The Lifelong Links model includes tools and techniques for professionals to use to search for and find family members and other adults who care about the child. This network is then brought together in a family group conference (FGC) to make a life-long support plan with, and for, the young person, which should be integrated into their care and pathway plans.

Family Rights Group has been working with a number of local authorities and other stakeholders, including young people in care, their families, foster carers and social workers to develop the UK Lifelong Links model. We are now undertaking a 3 year

independently evaluated trial of Lifelong Links, funded by the Department for Education Innovation Programme, initially in seven localities in England (Devon, Hertfordshire, Kent and North Yorkshire County Councils, London Boroughs of Camden and Southwark and Coventry). We are separately seeking funding to trial the approach in Scotland.

The trial will be aimed at children and young people aged under 16 years who have entered care within the last two years.

### **Key Responsibilities**

- The Project Co-ordinator will ensure that senior managers, the Steering Group and monthly project meetings keep track of delivery against milestones. You will be the first point of contact for local authorities and the evaluation team. You will support the Project Director and organise seminars, activities and events involving children and young people, families, practitioners and senior policy makers.
- **Implementation of the UK trial of Lifelong Links**
  - Play a key role in supporting the work of the Project Director.
  - Act as the first point of contact for local authorities and the evaluation team.
  - Co-ordinate and service steering groups, practice development groups and any other project related meetings. This will involve planning agendas, minute taking and distributing papers.
  - Create and manage systems and processes to support the Lifelong Links trial (including those which support the project team, FGC co-ordinators in local authorities, and other stakeholders).
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### **Manage Relationships**

- Establish and maintain strong relationships with stakeholders. Organise seminars, activities and events involving children and young people, families, practitioners and senior policy makers
- Be confident and knowledgeable in supporting local authorities involved in the Lifelong Links trial.
- Ensure that senior local authority managers, the Steering Group and monthly project meetings are able to keep track of delivery against milestones
- Work closely with a range of stakeholders to ensure successful implementation of Lifelong Links trial. Key to this will be the need to promote the values and objectives of Family Rights Group and Lifelong Links with all those involved with the trial and other interested local authorities.

### **Tracking and Evaluation**

- Gathering data and other evidence to demonstrate the impact of Lifelong Links in conjunction with an independent evaluation team. This will include significant data analysis, and sharing and presenting findings with both internal and external groups.

- Constantly seek innovative ways to improve the project and the team's processes, identifying opportunities to evaluate the impact of the trial and designing simple, accessible systems, which capture varied intelligence from all stakeholders.
- Use findings from evaluation materials and feedback to identify potential changes or revised approaches. This might include offering insight into potential future risks or challenges and suggesting mitigating activity to resolve problems as they arise (or in advance).

### **General Responsibilities**

- Undertake any other tasks as directed by the Chief Executive of Family Rights Group or Lifelong Links Project Director
- Able to travel to different locations within the UK and occasionally stay overnight (with notice)

### **Person specification**

#### **Experience and knowledge**

- Understanding, belief and commitment to Family Rights Group's mission, vision and aims
- Knowledge and experience of successful project planning
- Experience of working in an organised way within a fast-paced environment
- Demonstrable experience of managing a range of conflicting priorities
- Experience of working with a range of stakeholders.
- Ability to manage and control expenditure within agreed budgets
- Experience of organising and managing events (desirable)

#### **Skills and qualifications**

- Highly organised and flexible. This includes the need to work independently on projects as part of a wider team delivering a large scale project trial within tight deadlines.
- Able to plan and manage complex projects, engaging key stakeholders in all stages of project planning and delivery
- Ability to take initiative
- Able to communicate information to a range of audiences
- Excellent relationship management, with skill in respectfully holding stakeholders to account as appropriate and building constructive partnerships
- Able to take a constructive approach to solving complex challenges
- Excellent numerical skills, including analysis and presentation of budget information
- Excellent IT skills, and a keen interest in technology and its application and potential benefit to the trial of Lifelong Links.
- Excellent verbal and communication skills.