

## Early Years VCSE Development Officer

### Dear Candidate

Thank you for your interest in this exciting new fixed term role which is being hosted by Home-Start HOST on behalf of the Greater Manchester Combined Authority and NHS Greater Manchester. The aim of the role is to enhance the involvement of Greater Manchester's VCSE sector in two vital workstreams.

### Overview

The VCSE sector is a critical part of the landscape of support for young children and families across GM. The Early Years VCSE Development Officer role will help to develop capacity within the sector to strengthen support available to families from pregnancy to age 5 and address health inequalities and inequity in the early years. It will also support with strengthening sector engagement with two strategic programmes of work within GM (Perinatal and Parent-Infant Mental Health and School Readiness) and build sector connectivity to share learning, enhance collaboration and ensure a meaningful VCSE presence and voice in work with the wider early years system across GM.

We want every child in Greater Manchester to have the best start in life. Over the last 5 years, GM has been taking forward two key programmes of work that aim to improve the support available to families and young children from pregnancy to age 5.

The **GM Perinatal and Parent-Infant Mental Health programme** aims to ensure that women, co-parents and children up to age 2 benefit from an integrated model of support for their mental health and emotional wellbeing. The programme focuses on increasing access to specialist care and support for women with moderate to severe mental health difficulties during the pre and postnatal period as well as ensuring the promotion of emotional health and wellbeing through universal services, with a strong focus on peer support. This period and the support provided to parents is critical for laying the foundations of health early childhood development and ensuring children are ready to learn and start school at age 5. The **GM School Readiness programme** focusses on improving early childhood development across GM, recognising that the city region is an outlier compared to the England average. The programme focusses on strengthening priority pathways that support key child development domains, investing in our integrated early years workforce and improving access to high quality early education for children growing up in more disadvantaged communities.

Both programmes focus on an integrated approach to prevention and early intervention, and recognise the key role of the VCSE sector in engaging families from all communities across GM. Funding has been identified to support a 12month, fixed term post that will support key priorities across both programmes that focus on:

- Developing a better understanding of the early years family support currently provided by the VCSE sector in Greater Manchester and their scope, reach, and activity.

- Building VCSE capacity in order to develop the family support and peer support offer aimed at families and young children in GM – with a particular focus on addressing health inequalities and inequities that impact on access to perinatal and parent-infant mental health support and child development support.
- Strengthening collaboration between the VCSE organisations.

We are seeking an enthusiastic person to work with a wide range of partners to increase the role of the VCSE sector in providing early years support and create opportunities for more joined up working. This is a new role, so things will evolve and change and there will be scope for you to grow with the role. Our ideal candidate will have experience of building effective partnerships and championing the value of the VCSE sector as a crucial part of early family help and support services.

### **Job Description & Person Specification – Early Years VCSE Development Officer**

**Hours:** 36 hours per week. Job share will be considered.

**Location:** Home based with a requirement to travel across Greater Manchester

**Salary:** NJC 23 (Currently £32,076)

**Contract:** 12 month fixed term contract. Secondment will be considered.

**Holiday entitlement:** 24 days of paid holiday per year plus bank holidays.

**Reports to:** Home-Start HOST's CEO

**Responsible for:** No staff

**Conditions of employment:** The job offer is subject to the receipt of two satisfactory Employment References and an enhanced DBS Check

### **Main responsibilities**

- Mapping VCSE 0-5 activity across GM, to identify any areas where peer support capacity needs to be developed, with a particular focus on:
  - Health inequalities
  - Baby and infant loss
  - Early child development including speech, language and communication, social-emotional development and physical development.
- Working with GM programme teams to design and deliver opportunities to develop VCSE capacity to address identified gaps in family support for 0-5.
- Lead any GM grant funding opportunities in the School Readiness and PIMHS programmes and ensure that monitoring and evaluation is captured and collated.
- Coordinate active participation of VCSE representatives in the GM PIMHS and School Readiness programmes and at the locality level in relation to Start Well and Family Hubs governance.
- Ensure GM training opportunities in relation to child development and perinatal and parent-infant mental health are promoted to the sector and coordinate access.
- Develop a GM network of VCSE groups working with 0-5s to enhance collaboration and partnerships and sharing of learning.

- Use the network to raise awareness of resources, support and interventions developed as part of the GM programmes of work.
- Raise awareness across the VCSE about school readiness and perinatal and parent infant mental health and of how their offer for children and families contributes to these agendas.
- Support VCSE leads in both programmes to ensure Early Years VCSE leadership is embedded within wider GM VCSE governance structures.
- Support VCSE groups to develop links with health colleagues/family hub colleagues so that groups have access to high quality support if they have any concerns and know when/where to signpost children and families for additional support. Closer links will also help public services to have the confidence to refer into VCSE groups
- Signpost groups in need of organisational development support to their local VCSE infrastructure organisation (where available/appropriate)

### **Experiences, Skills and Knowledge**

- Knowledge of the voluntary, community and social enterprise sector (ideally in Greater Manchester)
- Awareness of how inequalities impact on experiences, access to services and life chances of families and young children
- Task, project and time management skills
- Strong written and spoken communication, and attention to detail
- Experience of networking and relationships
- Supporting collaboration and partnership working
- Experience of working closely with statutory health and social care services
- Experience of interpreting data and information and drawing out key themes/issues
- Experience of developing multi-sector partnerships around a common aim
- Experience of managing a grants or investment programme

### **How to apply:**

Please send your CV with a supporting statement of no more than two sides to [info@homestarthost.org.uk](mailto:info@homestarthost.org.uk). For any questions about the role please contact Sarah Cook, CEO of Home-Start HOST: [sarahcook@homestarthost.org.uk](mailto:sarahcook@homestarthost.org.uk)

**Closing date:** 12.00pm Monday 12<sup>th</sup> February 2024

**Interviews scheduled for** 27<sup>th</sup> February 2024