

Co-Production Coordinator

Job Description and Person Specification



Post Title:	Co-Production Coordinator - Whole Family Wellbeing
Salary:	£28,000 – plus 8% pension (with the organisation contributing 7%)
Working Hours:	35hrs per week
Duration:	Fixed-term, 12 months – Possible extension subject to funding
Location:	Glenrothes
Reporting to:	Children's Services Development Manager

Main Purpose of Post:

The Co-production Coordinator will have a lead role in developing a co-produced review of family support services as part of the Whole Family Wellbeing developments progressing in Fife. This role will help shape a better understanding of current experience of services, what needs to improve and how change can be facilitated by working together. The learning from this will inform future planning, design and commissioning of services in Fife.

The co-production coordinator will manage funding for and work closely with third sector organisations and the children, young people and families who use their services. They will also engage with public sector partners to ensure all relevant voices inform the co-production journey and recommendations for whole family wellbeing and holistic family support.

The role will also influence wider policy and practice in Fife by sharing learning on the experience of co-production in the whole family wellbeing context.

Main duties of Post:

1. Work closely with the Children's Services Development Manager and third sector organisations to help design and deliver a co-produced review of family support services in Fife.
2. Provide administrative support for, and report to, the Whole Families Wellbeing Co-production Oversight Group.
3. Manage funding for and support third sector organisations across Fife to engage in and help lead co-production activity with priority families.
4. Ensure that co-production activity involves Children, Young People and Families (experts by experience) alongside professional staff and decision makers.
5. Be an advocate for amplifying voices of lived experience to bring about meaningful change.
6. Help create a co-produced report with recommendations to inform future children and families support service planning, commissioning, and design as part of the wider policy environment and Supporting Families Toolkit for Change.
7. Undertake equalities monitoring to ensure engagement with key priority families and geographical spread across rural and urban areas of Fife.
8. Take time to capture reflection and learning on what supports successful co-production with children, families, and service providers to inform future practice.
9. Proactively build and maintain relationships with external stakeholders at all levels, and across sectors, to understand local challenges and emerging issues.
10. Develop an understanding of the national and local policy drivers and relevant research guiding children's services and whole family wellbeing in Fife.

11. Work with the Children's Services Development Manager to ensure FVA's workplan and other relevant data gathering meets funder requirements, stakeholder needs and local need in relation to children's services representation, support, and activity.
12. Undertake training related to the post as appropriate and with agreement from your line manager.
13. Work occasional evenings and/or weekends as necessary to ensure appropriate fulfilment of duties.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time. The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business. There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

Person Specification

Essential requirements:

- Experience of supporting meaningful community engagement activity
- Excellent people and relationship building skills with the ability to communicate well with a wide range of audiences and make information clear and easy to understand.
- Experience of delivering/facilitating group work.
- Ability to listen, understand and respond to people's needs and priorities.
- Direct experience of working in the third sector, OR extensive experience of working with the third sector
- An understanding of issues affecting the children's services sector, including local and national policy
- Experience of working as part of a team and helping others
- A proven capacity to manage a diverse workload and prioritise effectively to meet deadlines.
- Good standard of computer competence (Word, Excel, PowerPoint, Teams, video conferencing, internet and e-mail)

Desirable requirements:

- Practical experience of the realities of diverse community life
- Knowledge of co-production and experience of working in co-production