

JOB DESCRIPTION

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|---|---------------------------------------|------------------------|--|
| Job Title | Early Intervention Co-ordinator | | |
| Directorate | Partnerships, Localities, and Culture | | |
| Reporting to: | | | |
| Grade: | Grade 12 | | |
| Evaluation ref: | TR0083 | Job Family ref: | |
| Role purpose | | | |
| <p>The Early Intervention Coordinator is responsible for leading the development and delivery of proactive strategies that identify and address emerging risks or needs within the community. This role acts as a central point of coordination, working collaboratively with multiple council teams, external partners, and community stakeholders to ensure that individuals and groups receive timely, effective support. The Coordinator analyses data, monitors trends, and advocates for community needs, ensuring that interventions are evidence-based, inclusive, and compliant with legal and council requirements. By fostering cross-team collaboration and continuous improvement, the role aims to enhance community well-being, reduce escalation of issues, and promote positive outcomes for all residents.</p> | | | |
| Accountabilities | | | |
| <ul style="list-style-type: none"> Develop and Implement Early Intervention Strategies: Responsible for designing, delivering and reviewing strategies to identify and address risks or needs at the earliest opportunity. Co-ordinate Cross-Team Collaboration: Responsible for facilitating effective communication and joint working between Council teams to ensure seamless and timeless interventions. Stakeholder Engagement: Responsible for building and maintaining productive relations with community leaders, partner agencies and internal departments to support early intervention aims. Monitor and Evaluate Interventions: Responsible for monitoring the effectiveness of interventions, analysing data and reporting on outcomes to inform future practice. Advocate for Community Needs: Represent and champion the interests of individuals and groups within the Council, ensuring their needs are considered in decision-making. Promote Continuous Learning and Improvement: Responsible for staying updated on best practices in early intervention and continuously seeking ways to improve the Council's intervention strategies. | | | |

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- **Ensure Compliance:**
Accountable for ensuring that all interventions comply with legal guidelines and Council policies.
- **Support Data-Driven Decision Making**
Utilise data analysis to identify trends, inform strategy and provide evidence for service improvements.
- **Contribute to Organisational Development:**
Participate in corporate initiatives and working groups to support the Council's broader objectives and dynamic working strategy.

Knowledge / Experience / Skills

| | Essential | Desirable |
|--|-----------|-----------|
| Knowledge | | |
| Knowledge of early intervention strategies and techniques. | X | |
| Knowledge of community engagement strategies. | X | |
| Familiarity with local government structure and functions. | | X |
| Awareness of cultural diversity and inclusion principles. | | X |
| Knowledge of project management principles. | | X |
| Understanding of data analysis and reporting techniques. | | X |
| Experience | | |
| Experience in coordinating early intervention strategies. | X | |
| Experience in a community engagement role. | X | |
| Experience of working collaboratively with various stakeholders. | X | |
| Experience working within a local government setting. | | X |
| Experience in data analysis and reporting. | | X |
| Qualifications / Registrations / Certifications | | |
| Degree in Social Work, Community Development, or related field. | X | |
| Qualification in Project Management. | | X |

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|--|---|---|
| Training in early intervention strategies. | | X |
| Certification in Community Engagement. | | X |
| Skills | | |
| Excellent communication and interpersonal skills. | X | |
| Strong organisational and project management skills. | X | |
| Strong problem-solving skills. | | X |
| Ability to work independently and make decisions. | | X |
| Working Conditions | | |
| Requirements to work from various sites/travel/lone working | | |
| Dimensions of the role | | |
| There is no budget or staff management requirement for this role. | | |
| Working Arrangements | | |
| Somerset Council's dynamic Working Strategy will be applied to this position | | |
| Corporate Accountabilities | | |
| Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all. | | |

Date: