**Job Description**

**Professional Development Officer – Families First Implementation**

Role Profile MUL161

Service/Team Workforce Development Team

Reports to Workforce Development Manager

Responsible for Workforce development connected to the Families First agenda

Number of posts One post, Fixed Term for 12 months

Post number TBC

Career Grade Band 11

£45,718 - £ 51,802

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** supporting the development and delivery of training and development activities for the Social Care Sector. This role aims to improve the quality of life for the people of Bournemouth, Christchurch, and Poole by delivering and evaluating learning and development activities that meet statutory duties, best practice targets, and practitioner standards as set by the Department of Health and Social Care and the Department of Education.

**Job Overview**

To lead, design, and deliver the learning and development strategy for the Families First Programme (FFP) pilot and wider implementation. This includes conducting a comprehensive learning needs analysis, developing and commissioning best practice and legislatively compliant training, and supporting practitioners through transition to new service delivery models. The role will ensure practitioners are equipped with the knowledge, skills, and reflective practice required for effective service transformation and positive outcomes for BCP Council children and families.

**Key Responsibilities**

* Lead the learning needs analysis for FFP pilot and locality teams, identifying gaps and priorities in statutory, safeguarding, and practice knowledge.
* Design, adapt, and deliver a suite of training interventions (including statutory context, thresholds, child in need, safeguarding, Mosaic system, managing complexity/risk) using blended and bespoke solutions.
* Commission and evaluate external training providers as required, ensuring alignment with service needs and legislative developments.
* Facilitate peer-to-peer learning, reflective supervision, and recall/induction days for pilot practitioners, supporting their well-being and professional development.
* Collaborate with stakeholders (service leads, Academy, project management, external partners) to ensure training is responsive, robust, and integrated with wider L&D strategy.
* Support the transition of learning and development into business-as-usual (BAU) as the programme scales, ensuring sustainability and knowledge transfer.
* Contribute to the development and updating of family decision-making processes, including Family Group Decision Making (FGDM) and Mosaic pathways.
* Participate in the FFP steering group and governance structures, providing subject matter expertise and supporting decision-making.
* Actively contribute to the Workforce Development Team’s core functions, supporting the delivery of the wider social care curriculum and ensuring alignment with organisational priorities.
* Collaborate with colleagues to design, adapt, and deliver core curriculum content, including masterclasses, ad hoc training, and induction programmes, leveraging existing Academy resources and peer learning opportunities.
* Participate in team meetings, planning sessions, and quality assurance activities to maintain high standards in curriculum delivery and professional development.
* Share best practice, insights, and learning from the Families First Programme to inform and enhance the broader workforce development offer.
* Support the integration of new training initiatives into business-as-usual, ensuring sustainability and consistency across the service.
* To pull together an induction and support programme for pilot project for Family Help workers, providing ongoing opportunities for support, learning and development. This will include developing documentation, process and procedures for this pilot programme specifically related to learning and development to ensure that Family Help colleagues are supported to prepare for practice and are supported within practice.
* Prepare any necessary reports.
* Work with overarching project delivery group which may involve other tasks that are related to workforce development and learning within FFP.

**Opportunities and Benefits**

* Be part of a national roll out of significant governmental reforms and to help shape how learning and development is delivered within BCP Council as part of Families First.
* To make links with other local authorities including Pathfinder areas to understand their learning and development offer as part of Families First programme.
* To work closely with an established project team and gain insight into how systemic and strategic changes are achieved.
* To design and implement a programme of learning and support to new family help practitioners as part of a defined pilot phase.

**Specific Qualifications and Experience**

* Degree in Social Work or equivalent professional qualification (CSS, CQSW, DipSW).
* Registered with Social Work England
* Qualified Practice Educator or Practice Teacher.
* Significant post-qualifying experience as a Social Worker, including experience in statutory and/or family support settings.
* Demonstrable experience in developing, delivering, and evaluating training interventions in a complex operational environment.
* In-depth knowledge of the Professional Standards, and the wider social care agenda.
* Understanding of learning theory, blended learning, and reflective practice.
* Ability to consult and engage stakeholders, facilitate group learning, and manage ambiguity and change.
* Strong organisational, project management, and communication skills.

**Personal Qualities & Attributes**

* High level of resilience.
* Attention to detail.
* Calm under pressure.
* Commitment to learning and development, training delivery, and programme evaluation.
* Strong problem-solving skills and the ability to influence change within an organisation.
* Excellent communication and collaboration skills.
* Ability to work independently and as part of a team.
* Knowledge of current trends and best practices in learning and development.

**Job Requirements**

* Current CPD record, awareness of relevant and priority practice themes and issues.
* DBS check.
* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.
* Standard working pattern, with flexibility to deliver training and support across localities as required.
* Some travel between sites and remote working may be necessary.

**Notes**

* This role is funded through joint departmental grant funding for the FFP pilot and implementation.
* The postholder will be expected to adapt to evolving service needs and priorities as the programme develops.
* Matrix management: Strategic oversight from Principal Social Worker with operational support from the Academy Team

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.