

Role Profile Addendum

Job Title:	Best Start Capital Programme Officer
Role Profile Reference Number:	MUL100
Role Profile Title	Project Officer II
Directorate	Children's Services
Service area	Early Help and Targeted intervention

Specific responsibilities associated with this position

Support delivery of capital-funded improvements across Best Start Family Hub and Network Site locations, contributing to the development of welcoming, accessible and family-friendly environments for children aged 0-5 and their families.

Coordinate activities associated with Family Hub estate improvements, refurbishment works, environmental enhancements and site adaptations, ensuring developments align with the objectives of the Department for Education Best Start Family Hubs and Healthy Babies Programme.

Support the implementation of accessibility and inclusion improvements that reduce barriers to access and participation for children, families and those with additional needs and disabilities.

Coordinate the rollout of Best Start Family Hub branding, signage and wayfinding across Family Hub and Network Site locations to support a consistent and recognisable Best Start identity.

Work collaboratively with Family Hub managers, Property Services, contractors, suppliers and partner organisations to support the successful implementation of capital developments and improvements across the Best Start Family Hub and Network Site locations

Support the monitoring of capital-funded activity and maintain records, progress information and evidence required to demonstrate delivery against agreed programme objectives, funding requirements and Best Start expectations

Specific person specification associated with this position

Knowledge of, or ability to rapidly develop knowledge of, the Department for Education Best Start Family Hubs and Healthy Babies Programme and the associated implementation requirements for local authorities.

Understanding of the importance of creating welcoming, accessible and inclusive environments that support babies, children aged 0-5 and their families.

Experience of supporting, coordinating or contributing to capital improvement, refurbishment, facilities, property or environmental enhancement activity.

Awareness of accessibility, inclusion and environmental considerations within community, health, educational or family-facing settings.

Knowledge of Family Hubs, early years services, children's services or related community-based service delivery models.

Commitment to improving outcomes for babies, young children and families through the development of high-quality Family Hub environments and service infrastructure.

Other requirements for this position

Use this section to identify other requirements for this position.

- **Health Surveillance:**

Will the postholder be exposed to hazards that will require health surveillance? **No**

- **Politically Restricted Posts:**

Is this post politically restricted? **No**

- **Lone Working:**

Will the postholder be required to work alone? **Yes**

- **Supplementary Payments (e.g. Recruitment & Retention payment):**

Is there any approved salary supplement in place for this role? **No**

- **DBS Check:**

Will the postholder require a DBS check? **Yes**

If Yes – DBS Level: Enhanced DBS Check

- **Career Grade/Career Pathway**

Is there an established career grade or career pathway in place for this post? **No**

Values and Behaviours

[Our values and behaviours \(sharepoint.com\)](#) are at the heart of how we work with each other and with our communities. You will need to be able to show through the way you work that you share these values and demonstrate these behaviours.