

Job Description



Job Title: Children's Wellbeing Coordinator	Service Area: Family Hubs and Prevention	
Directorate: Children and Young People's Services (CYPS)	Post Number:	Evaluation Number: 7730
Grade: PO3	Date last updated: October 2025	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

The Children's Wellbeing Coordinator will play a central role in strengthening Newham's early intervention and emotional wellbeing system for children and young people.

The postholder will coordinate, quality assure and enhance the network of children's wellbeing and mental health community support. They will act as a central link between the Newham Multi-Agency Collaborative (NewMAC), the Integrated Front Door (IFD), and local wellbeing partners ensuring that children receive the right help, at the right time, in the right place.

Working closely with the Newham Multi-Agency Collaborative (NewMAC) and the MASH Integrated Front Door (IFD), the Coordinator will ensure timely support, and effective oversight of children and young people receiving community wellbeing support. They will also contribute to research and evaluation activities to ensure Newham's approach remains evidence-based and continuously improving.

Job Context

The post holder will report to the Family Hubs Manager.

1. The post holder has no line management or budgetary responsibilities.
2. The post holder will work flexibly across the MASH Integrated Front Door (IFD) and Family Hubs and Prevention Services, ensuring strong operational links between these areas and the Newham Multi-Agency Collaborative (NewMAC).
3. The role is mainly community-based, operating across multiple sites.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

Coordination and Pathway Development

1. Act as the Family Hub lead for children's wellbeing and mental health coordination within preventative and community based services.
2. Chair the NewMAC Panel, ensuring meetings are well-structured, multi-agency, and outcome-focused.
3. Oversee, manage, and coordinate referrals from CAMHS, the MASH Integrated Front Door, and the Early Help Lead Practitioner panel.
4. Ensure strong collaboration and communication between NewMAC and the Integrated Front Door (IFD), providing administrative support.
5. Monitor, track and review the progress of support agreed through NewMAC, ensuring regular reviews and timely outcomes.
6. Offer information, advice, and guidance to families and facilitate access to support by collaborating with community partners.
7. In situations where family circumstances may be affecting a child's emotional wellbeing, identify suitable universal support through the Family Hubs Network.

Partnership and Relationship Management

8. Build and maintain effective partnerships with Voluntary, Community and Faith Sector (VCFS) organisations, CAMHS, Social Care, SEND, Specialist Children and Young People Services (SCYPS), Early Help and Public Health teams.

9. Visit VCFS services to understand delivery models, identify good practice, and contribute to local quality assurance and safeguarding processes.
10. Collaborate with Public Health on research, evaluation, and evidence-informed wellbeing initiatives.
11. Support joint planning and pilot projects that strengthen the local wellbeing and mental health offer.
12. Represent the Family Hub at partnership meetings, ensuring wellbeing priorities are embedded in borough-wide prevention strategies.
13. Support engagement with families, children and young people through the ongoing the co-production of services and delivery methods.

Recording, Review, and Tracking

14. Maintain accurate, timely, and secure records of all NewMAC discussions, decisions, and actions.
15. Use agreed systems and templates to record and track children and outcomes.
16. Ensure robust review cycles to prevent drift and maintain oversight of multi-agency support.
17. Produce reports for Senior Managers, Public Health, and the CYP Wellbeing and Mental Health Board.

Quality, Learning, and Research

18. Gather feedback and insight from families, practitioners, and VCFS partners to inform continuous improvement.
19. Contribute to local research, evaluation, and data analysis linked to children's emotional wellbeing and prevention services.
20. Support reflective learning across IFD, NewMAC, Family Hubs, and VCFS networks.
21. Identify opportunities for innovation and evidence-informed practice in wellbeing coordination.
22. Contribute to audits, reviews, and service evaluations in partnership with Public Health and Children's Services.

Other Duties

Safeguarding, Equity, and Inclusion

23. Ensure safeguarding and early help principles are embedded in all partnership coordination.
24. Promote equitable access to wellbeing support and culturally competent practice reflecting Newham's diversity.
25. The post holder will actively promote and advance the Tackling Racism, Inequality and Disproportionality (TRID) agenda, collaborating closely with VCFS organisations and

young people to ensure that services are equitable, inclusive, and informed by lived experience.

26. Champion trauma-informed, relational and strengths-based approaches across partnerships.
27. Attend and actively participate in team and service meetings.
28. Undertake any other duties commensurate with the responsibilities and demands reasonably expected of the role, as required by management.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible

EQUALITY AND DIVERSITY

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PROTECTING OUR STAFF AND SERVICES

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CRITERIA- Essential	METHOD OF ASSESSMENT
KNOWLEDGE:	
Strong understanding of children's emotional wellbeing, mental health, and early intervention principles.	Application and Interview
Knowledge of multi-agency working and effective partnership approaches to supporting children and families.	Application and Interview
Understanding of needs-led and outcome-focused support pathways.	Application and Interview
Awareness of safeguarding frameworks, thresholds of need, and referral processes.	Application and Interview
Knowledge of data management, monitoring, and quality assurance to evidence impact.	Application and Interview

<p>Awareness of local and national policy relating to children’s wellbeing, prevention, and early help.</p>	<p>Application and Interview</p>
<p>EDUCATION/QUALIFICATIONS</p> <p>Educated to degree level or equivalent experience in a relevant field such as psychology, mental health, social care, counselling or community development.</p> <p>A Postgraduate Certificate/Diploma in Child and Young Person’s Psychological Wellbeing Practice or equivalent, from an accredited training provider is desirable</p> <p>Evidence of ongoing professional development relevant to emotional wellbeing, early intervention, or multi-agency coordination.</p>	<p>Application Form</p> <p>Application Form</p> <p>Application Form</p>
<p>SKILLS AND ABILITIES:</p> <p>Excellent partnership-building and relationship-management skills across agencies and sectors.</p> <p>Strong coordination and organisational skills to manage meetings, information, and case tracking effectively.</p> <p>Ability to chair and facilitate multi-agency panels or meetings, ensuring structured discussion, accountability, and clear outcomes.</p> <p>High-level written and verbal communication skills, including report writing and information sharing.</p> <p>Competence in data collection, monitoring, and analysis to inform decision-making and demonstrate progress.</p> <p>Ability to promote equitable, needs-led, and proportionate support for children and families.</p> <p>Skilled in promoting reflective learning, continuous improvement, and evidence-informed practice.</p> <p>Confident in using digital tools and case management systems.</p> <p>EXPERIENCE:</p>	<p>Application and Interview</p> <p>Application and interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application Form</p> <p>Interview</p> <p>Application Form</p> <p>Application Form</p>

<p>Experience in providing evidence-based interventions for children and young people experiencing mild to moderate anxiety, low mood and common behavioural difficulties.</p> <p>Experience of coordinating or contributing to multi-agency support for children, young people, or families.</p> <p>Experience of facilitating or chairing meetings, panels, or networks that bring partners together to plan and review support.</p> <p>Experience in tracking, monitoring, and reporting progress on action plans or cases.</p> <p>Experience in analysing data or feedback to inform improvement or service development.</p> <p>Experience in community-based or partnership coordination roles within health, education, or social care (desirable).</p>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application Form</p> <p>Application and Test</p> <p>Application Form</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Works effectively with others to achieve shared outcomes.</p> <p>Values diversity and ensures that all voices are heard and respected.</p> <p>Uses information, evidence, and reflection to make informed decisions.</p> <p>Keeps the wellbeing, safety, and voice of the child at the heart of all decision making.</p> <p>Responds positively to change and manages competing priorities effectively.</p> <p>Learns from experience and uses feedback to improve coordination and outcomes.</p> <p>Encourages shared responsibility and promotes positive practice among partners.</p>	<p>Application/Interview/Test</p> <p>Interview</p> <p>Interview/Test</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>

<p>OTHER SPECIAL REQUIREMENTS:</p> <p>Ability to work flexibly across locations and with a range of partners.</p> <p>Occasional evening or weekend work may be required to support partnership or community activities.</p> <p>Commitment to safeguarding, equality, and inclusive practice.</p> <p>Willingness to participate in training, supervision, and professional development opportunities.</p>	<p>Application Form/Interview</p> <p>Application Form</p> <p>Application Form/Interview</p> <p>Application Form</p>
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