



BRILLIANT PARENTS

Job Description

POST: Parenting Course Facilitator

RESPONSIBLE TO: Director of Brilliant Parents

JOB PURPOSE: To facilitate parenting courses and undertake follow up work

KEY TASKS:

- To deliver Triple P parenting courses in various locations across London.
- To collect and return any Brilliant Women training resources that are supplied for use during delivery of the programme.
- To administer course paperwork and return completed paperwork to the office within the agreed timeframe.
- To evaluate delivered programmes and write evaluation reports as required.
- To write reports on individual participants as may be requested by other statutory agencies.
- To attend multiagency meetings where required.
- To provide telephone support to parents, if required, after the group programme is complete.

Other requirements

- To abide by policies and procedures of Brilliant Parents in all aspects of work.
- To take action on health and safety matters if required.
- To act in a professional manner at all times when representing Brilliant Parents.

Person Specification

Attribute	Essential	Desirable	Evidence to support assessment
Qualifications	Triple P qualified	Professional qualification in a related field	Application and certificate at interview
Experience	To have delivered at least one Triple P programme in the last six months	To be a parent	Application and interview
Skills/Abilities	Good facilitation/ group skills Good communication and presentation skills Ability to engage and empower parents	Report writing Good administration skills	Short presentation at interview

Disposition /attributes	<p>To be self-motivated and be able to work autonomously</p> <p>Punctual Be responsible Organised</p> <p>To be people-friendly and approachable</p>		Application and interview
Other requirements	<p>Daytime availability</p> <p>Must have access to own PC for course delivery purposes</p>	<p>To have a clean full driving licence and own car</p> <p>Weekend/ evening availability</p>	