

Job Description and Person Specification



Job Description

Job Title	Short Breaks Development Officer		
Grade	6		
Service	Childrens Services		
Reports to	Operational Lead		
Location	Coventry		
Job Evaluation Code	L3632D	Job Family	



About the Service your team will provide

Purpose of the role / Output

In conjunction with the Manager, the post holder will:

- Lead / co-ordinate work with partner agencies and other professionals related to the development of Short Breaks for children and young people who have disabilities;
- Develop a high -quality support service aimed at supporting children and young people who have disabilities to access universal, community, targeted and specialist Short Breaks as set out in the Local Offer for Short Breaks;
- Plan and implement a programme of outcome -based activities for community/ targeted short breaks, which focusses on enhancing skills and promoting independence;
- This post will involve working directly with children and young people who have disabilities and will involve regular working at evenings, weekends and during the school holidays.

Main Duties & Key Accountabilities

Core Knowledge

- Under the direction of the manager, take responsibility for the development of the Short Breaks offer including the development of plans (including statutory plans), proposals and submissions.
- Provide supervision for Short Breaks Support Workers, in accordance with the relevant departmental policies and procedures.
- To be responsible for the day to day planning and provision of the Community Short Breaks offer, including planning and implementing staff rotas and activities for the children and young people who attend.
- Work in partnership with other City Council Departments, other statutory agencies and organisations in the private/ voluntary sector in the development of the Short Breaks offer.
- Work in partnership with children, young people and their families to develop and review the Short Breaks offer.
- Develop and maintain a sound knowledge of legislation, regulations, policies and procedures relevant to the provision of Short Breaks for children and young people who have disabilities and ensure that the service is compliant with these.
- To offer a high-quality support service aimed at supporting disabled children and young people to access universal services and targeted and specialist support within the Short Breaks offer.
- Ensure that the Community Short Breaks provision is fully complaint with the relevant Health & Safety legislation.
- Write reports as necessary and attend meetings as required.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External	Internal
Health Education Police Probation Housing Other Local Authorities Charities including third sector agencies	MASH Partners Area Social Worker Teams Early Help Colleagues Social Work Academy Youth Justice Service Children in Care and Through Care Teams Fostering, Commissioning and Placements Safeguarding Partnership Human Resources Finance Colleagues Customer Services Colleagues LADO Adults Services

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council’s Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

N/A

Staff managed by postholder:



Person specification

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Knowledge			
Working knowledge of child development			
Knowledge of the difficulties children and families face in their everyday lives, taking into disability account race, gender ethnicity.			
Understanding of a commitment to equal opportunities policy and methods to promote anti-discriminatory practice.			
Working knowledge of legislation, policies and procedures relating to children and young people who have disabilities and specifically in relation to Short Breaks.			
Knowledge of the Human Rights Act / Data Protection framework.			
Knowledge of Health and Safety issues, for self and others.			
Awareness of a variety of funding opportunities and related bidding processes.			
Working knowledge of Project Management and related monitoring and evaluation techniques.			
Skills and Abilities			
Excellent oral and written communication skills, with the ability to listen to and be understood by a range of different people (including children and young people, parents and carers, colleagues, workers and other professionals).			
Ability to plan outcome focused activities for children and young people, with a focus on promoting independence.			
Good organisation of self and others.			
Good networking, across departmental and agency boundaries, as well as with local communities.			
Good co-ordination to maximise participation and potential outcomes.			
Presentation of material/information, across the spectrum of partners.			
Able to use IT effectively also having effective clerical skills – data recording, filing, word processing etc.			
Able to plan effectively and deliver outcomes according to timescales / deadlines			
Able to work in a continually developing framework; ability to think creatively and show innovation.			
Able to contribute as an individual and as part of a wider team			
Able to liaise effectively with different levels of staff across various disciplines, promoting and developing joint approaches.			

Able to develop positive, professional relationships with those whom you are directly in contact with
Able to encourage the views participation of service users, especially children and young people on local initiatives
Able to lead / co-ordinate the active promotion of a Children's Specialist Service considering plans / initiatives / funding opportunities
Able to undertake investigations fairly and thoroughly and contribute to positive industrial relations
Experience
Significant experience of working within Children and Families legislative framework.
Partnership working with a wide variety of people, including organisational and agency representatives.
Preparation and presentation of materials to groups of different sizes and consisting of individuals from different backgrounds
Able to use IT and a variety of communication methods
Interpretation of complex information to produce proposals in relation to unmet needs
Successful involvement in external funding processes
Qualifications
Appropriate professional social work of childcare qualification or relevant experience
Special Requirements
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Created	September 2019	Date Reviewed	August 2024
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