



Coventry City Council

## Job Description

<b>Post:</b>	Engagement and Project Support Apprentice	<b>Job Number:</b>	
<b>Service:</b>	Through Care	<b>Post Number:</b>	
<b>Location:</b>	Broadgate House	<b>Grade:</b>	Apprentice

### Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### Job Purpose:

To work with service users, colleagues and partners in a range of tasks, such as planning and organising events, providing administrative support and assisting with social media output. Through Care has both twitter and Facebook accounts which need daily monitoring. Through Care also runs a program of events for older Looked After Children and Care Leavers to develop their life skills.

### Main Duties and Responsibilities:

1. Undertake a variety of administrative tasks to support the running of the service such as: creation of a monthly newsletter, collation of documents and data, contacting young people to obtain details and responses to various activities.
2. Supporting the running of various trips and groups e.g. cook well, eat well, to ensure looked after children and care leavers voices are heard.
3. Assist in working with groups of and individual children/young people to build relationships and obtain their views.
4. To undertake surveys with identified groups.
5. To maintain positive relationships with service users in order to improve outcomes and enable their voices to be heard.
6. To support the development of Through Care's use of Social Media.
7. To support with the organisation and delivery of events such as the annual Care Leaver award celebration event.
8. To participate in New Belongings events.
9. To write/present information in an appropriate format.
10. To assist in training workshops facilitated by team members.

11. To act appropriately as a member of Coventry City Council whilst at work.
12. To follow departmental and corporate policies.
13. To prepare for and attend supervision with manager.
14. To undertake internal and external training as agreed with manager.
15. To record work undertaken and agreed by manager.
16. Any other administrative tasks as required by the service.

Any other duties and responsibilities within the range of the salary grade.

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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

**Responsible for:** N/A

**Responsible to:** Leaving Care Team Leader, Through Care

**Date Reviewed:** March 2017

**Updated:** June 2021



Coventry City Council

## Person Specification

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Area	Description
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<b>Knowledge:</b>	• A basic understanding of participation and service involvement
	• Knowledge of issues that affect Looked After Children and Care Leavers
	• An understanding of the work undertaken by Through Care

<b>Skills and Abilities:</b>	• Computer literate and confident with using Microsoft Office (Excel, Word, PowerPoint and Outlook etc)
	• Good organisational, verbal and written communication skills
	• Ability to listen to and communicate with children and young people and to encourage them to express their views
	• Ability to establish and maintain good working relationships with children, young people and a wide range of workers/professionals
	• Ability to support young people's opportunity to carry out activities, which promote their views
	• Ability to use Social Media (Facebook, Twitter, Instagram) effectively
	• Ability to complete tasks and work to deadlines
	• Able to work sensitively with a range of service users
	• Able to maintain confidential information
	• Commitment to Children's Rights and listening to children and young people

<b>Experience:</b>	• None required
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<b>Educational:</b>	• Maths and English GCSE 4/C or above (Or equivalent) or ability to complete Maths and English Functional Skills level 2 as part of the apprenticeship
	• Ability to complete Business Administrator Level 3 Apprenticeship Standard
	• If candidates do not already hold these qualifications, they must have at least a GCSE 3/D or Level 1 functional skills or be working at Level 1 when the assessment is completed

**Special Requirements:**

- Must not have already completed the Business Administrator Level 3 Apprenticeship Standard.
- Willingness and ability to work approximately 1 evening or weekend per month
- 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 Reviewed:** March 2017

**Updated:** June 2021