



JOB DESCRIPTION

Job Title:	Officer for Buddying, Advocacy and Transitions
Salary:	£26,000 pro rata (0.8 £20,800)
Duration:	Fixed term until 30 September 2021
Hours:	32 hours per week plus lunch break, includes regular evenings and weekends including 10 hours a week direct delivery with young people
Reports to:	Officer for Disabled People and Access
Line Management:	N/A

JOB SUMMARY:

- To coordinate the day to day delivery of the Buddying, Advocacy and Transitions (BAT) services, including 10 hours a week direct delivery to children and young people.
- Support the wider staff team to maintain administrative systems and ensure effective monitoring processes are in place across the commissioned services for the supply of short breaks and other activities for disabled children.
- Enable integration of the BAT service within Wac Arts' inclusive programme offer, facilitating pathways for young people, within and external to Wac Arts.

KEY RESULT AREAS:

Fixed Output (Buddying, Advocacy and Transitions Service):

- To plan and implement Buddying, Advocacy and Transitions services as per the Camden contract for the supply of short breaks and other activities for disabled children, until 30 September 2021.
- To respond to all BAT referrals from Camden Social Services, liaising with the young person and other stakeholders to deliver provision as agreed.
- To personally deliver a minimum of 10 hours per week BAT, developing and maintaining in depth understanding of complex physical and sociological needs of individuals and keeping sufficiently detailed records relative to all cases.
- Liaising with families/ carers, relative stakeholders and agencies, regarding young people on BAT.
- Schedule, coordinate and monitor the BAT team to ensure all young people referred to the service receive the appropriate support.
- To work within budget, maintaining accurate financial records.
- Monitor and evaluate BAT delivery, collating and preparing data as per funding and reporting requirements.
- Coordinate and maintain all monitoring and evaluation for young people and families in receipt of commissioned services.
- To coordinate sessional staff, including recruiting, training, contracting, supervision and scheduling.
- Maintain record of service and timesheets in line with budget as agreed with the Officer for Disabled People and Access.
- Coordinate DBS checks and maintain records as per Wac Arts' safeguarding policy and national legal requirements

General:

- To provide administrative support to the organisation as required.
- Attend Programme Team meetings, supporting to formulate the agenda, preparing for and contributing to meetings accordingly.
- Upholding the organisation's Safeguarding and Child Protection policies and procedures - working closely with Designated Safeguarding Leads to ensure these are maintained to the relevant agency standards, especially in regards to children and young people with disabilities.
- Any other duties as requested.

PERSON SPECIFICATION**Knowledge and Experience:**

- A minimum 3 years' experience supporting young people with SEN and PMLD
- In depth knowledge of safeguarding policy for children and young people and vulnerable adults and demonstrable experience of applying policy to practice
- Knowledge of best practice in working with children and young people with SEN and PMLD.
- Experience delivering services for young people that support individual's personal development and encourages progression
- Experience of delivering activities that support individual progression and accredited outcomes
- Experience of managing a budget including monitoring expenditure
- Experience of maintaining databases and managing detailed records of service

Skills and Attributes:

- Highly organised and efficient, with the ability to co-ordinate delivery and support the effective running of the team
- Working in a team environment
- Strong communication skills (written and verbal)
- Excellent people skills (individuals and groups)
- Ability to support and maintain relationships with senior managers, social workers, families and young people with SEN/ PMLD
- Effective IT skills including MS Excel, Word (Microsoft 365) and the internet
- Ability to work well under time pressure and meet deadlines and expectations

General:

- Excellent working knowledge of current and emerging trends in social media
- Enhanced DBS clearance
- Interest and willingness in continuing professional development
- Self motivated, flexible and creative
- Able to work outside normal hours (e.g. weekend and evening programmes)

Desirable

- Knowledge of social services and experience of working with social workers
- Knowledge and contacts across local providers
- Knowledge of the care system and experience of working with young people living in care
- Certificate in Independent advocacy or other relevant qualification

To apply, please submit your **CV and covering letter** (no more than two pages) outlining your interest in the role and how your skills and experience meet the job description and person specification. Please also complete the **equality and diversity monitoring form**.

Please submit the above required documents by email to Jo Yeoman, Head of Youth Inclusion – **Jo.Yeoman@WacArts.co.uk - by 9am on Monday 2 November**. Interviews will take place on Tuesday 10 November. Opportunity to observe programme delivery will be available to second round candidates on Wednesday 11 November, 4-7:30pm.

For further details please visit the website: <https://www.wacarts.co.uk/vacancies>