



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Project Coordinator, Aiming High Short Breaks Team	<b>Grade/ Level:</b> N	<b>Post Number:</b> SO1414
<b>Directorate:</b> Children, Families & Community Health	<b>Job Family:</b>	<b>Date Prepared:</b> 17/02/11 (Minor amendments 5/9/17)
<b>Role reports to</b> (Job Title): Team Manager, Aiming High and Disabled Children Team		
<b>Job Purpose:</b> To maintain and continue to develop short breaks for children and young people with disabilities within Swindon, based on the needs of the population.		
<b>Key Accountabilities:</b> <ol style="list-style-type: none"> <li>1. Maintain and develop the existing services, under management guidance</li> <li>2. To develop the use of volunteers within the short breaks.</li> <li>3. To actively work with other agencies, both statutory and voluntary, in the development of the project</li> <li>4. To be actively involved in the recruitment, training and development of sessional workers, under the supervision of the Integrated Service Manager.</li> <li>5. To closely liaise with sessional workers and service users to ensure the service is meeting the needs of children and young people with autism, and their families.</li> <li>6. To monitor the budget and provide management with regular updates on current spend</li> <li>7. To ensure work is carried out in accordance with the provisions of the Health &amp; Safety at work Act 1974 for yourself and other persons who may be affected by your acts or omissions at work</li> <li>8. To ensure confidentiality is maintained at all times.</li> <li>9. Ensure that Swindon's multi agency child protection procedures are embedded in all services provided.</li> <li>10. Work within departmental supervision and appraisal requirements</li> </ol>		
<b>Supplementary Accountabilities:</b> <ol style="list-style-type: none"> <li>1. To work as part of the Aiming High Short Breaks Team, to support the development of short breaks within Swindon.</li> <li>2. Prepare reports/presentations as required by team managers and develop effective methods of communication</li> </ol>		
<b>Job Scope:</b> <i>Number and type of jobs directly managed:</i>  <b>Typical tasks supervised/allocated to others:</b> <ul style="list-style-type: none"> <li>• Line management for a team of sessional workers, including</li> <li>• Identify individual and sessional worker's training needs and ensure they are met</li> </ul>	<b>Job Scope:</b> <i>Direct responsibility for financial resources and / or physical assets</i>  <b>Budget:</b>  Responsibility for overseeing the current budget for service provision.	

- Develop the use of, and manage, volunteers within the service.
- Ensure workers operate within the budgets and control expenditure
- Provide clear direction regarding the schemes objectives and ensure workers commit to their role
- Communicate effectively with parents of children receiving a service and those on the waiting list

Assets:

**Knowledge and Experience:**

- An understanding of the role of Children Services as it relates to the relevant service area.
- Project management and administrative skills
- Ability to organise services and projects and prioritise work appropriately.
- Ability to maintain a computer database
- Ability to clearly communicate to a wide range of audiences.
- Ability to manage and retain staff, both contracted and voluntary.
- Ability to work as part of a team.
- Ability to keep abreast of relevant legislation and comply with national and local Guidance, Policy and Procedures.
- Knowledge and an understanding of the complex needs of children and young people who are on the Autistic Spectrum, and the challenges they face when accessing services.
- Experience in working with children and young people on the Autistic Spectrum and their families.
- Ability to work flexibly under pressure to both self-determined and prescribed deadlines.
- A willingness to undertake training, as identified.
- Minimum education to a good standard GCSE level or equivalent with proficient literacy and numeracy skills.
- Full driver's license and a car, or equivalent mobility.
- Agreement to work outside office hours, including evening and weekends.
- This post is subject to a CRB disclosure, which will be carried out if your application is successful.

**Decision Making:**

- Authorise claim and expense forms.
- Match and allocate children to workers.
- Interview and recruit sessional workers
- Ensure sessional workers are delivering the service, as laid out in the Written Agreements.

**Contacts and Relationships:**

- Initial hand over with existing service provider
- Up to date and accurate records on children involved in the scheme.
- Written and verbal communication to families, sessional workers and other professionals.
- Communicate with line manager
- Communicate with other team members, as part of a team.

- Written and verbal communication with external agencies to enable multi-agency working and to secure external funding.
- Prepare reports/presentations as required by team managers and develop effective methods of Communication
- Attend external meetings and present updates on the project

#### **Creativity and Innovation:**

- Seek new approaches to develop and improve the service, including the development of new short break services.
- Seek to improve organisational effectiveness and maximise use of available resources
- Seek new funding initiatives to expand and develop the project

#### **Emotional Demands of the job:**

- Answering enquiries about services from parents and carers of disabled children and young people and their families, who due to their circumstances maybe frustrated or at crisis point.
- Supporting parents and carers of disabled children and young people and their families, either by telephone, email or face to face, to identify the short break services they wish to access.
- Working directly with / or have contact with the parents, carers and families of children and young people who may have complex health needs.

#### **Job Specific Competencies**

- Understanding of Autistic Spectrum Disorder
- Acquisition of Knowledge
- Acquisition of local government knowledge
- Initiative
- Ability to follow instructions
- Communication both Oral and Written
- Customer orientation
- Timekeeping
- Ability to work as an individual or as part of a team
- Problem solving
- Understanding of field
- High level of interpersonal skills

#### **Health and Safety:**

In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy

**Data Protection:**

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

**NOTE:**

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the department, always in consultation with the post holder.

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: