

<b>Job Title:</b> Planning Live Coordinator	<b>Role Profile Number:</b> ENN24
<b>Grade:</b> N <b>Salary:</b>	<b>Date Prepared:</b> December 2018
<b>Directorate/Group:</b> Children, Families & Community Health	<b>Reporting to:</b> Team Manager – Aiming High & Disabled Children’s Team
<b>Structure Chart attached:</b>	Yes

### Job Purpose

Planning Live is a new approach to planning for adult life for young people with additional needs. It is essentially a facilitated conversation with a young person to think about their life, what’s important to them now and what they aspire to achieve in the future.

The aim of Planning Live is to help young people with additional needs to explore and build on people’s gifts, skills, capacities and interests, and to explore possibilities, to identify the resources they have to help them as they move into adult life and employment, to identify their aspirations and the steps to achieving a good life beyond school or college, and to create a plan with clearly identified first steps. Planning Live is a conversation, and a time for discovery, not an assessment.

At the Planning Live event, the young person will be supported by the people that are important to them, including family members, carers, and professionals. Each event will have a Lead Facilitator and Table Facilitators to guide participants through the Planning Live conversation.

The role of the Planning Live Coordinator is pivotal to the success of the event. The post holder will lead the continued development and delivery of Planning Live across different teams in Swindon Borough Council, including Disabled Children’s Team, Leaving Care Team, Transitions Team, and in schools. The Planning Live coordinator will lead on the planning, organisation and evaluation of Planning Live events, will undertake audits to ensure continued quality of events and outcomes.

The role will involve close liaison and joint work with other service providers, including schools and colleges, Adult Social Care and Children’s Social Care, Health, Supported Employment, commissioners, and also, importantly, with young people, families and carers.

## **Key Accountabilities**

The Project Coordinator will ensure that Planning Live is delivered in a coordinated and robust manner. The Coordinator will provide capacity to gather, analyse and evaluate data to continue to develop Planning Live.

Key tasks to be undertaken by the Project Coordinator include the following;

- With Lead Facilitators and schools, organise an annual calendar/timetable of Planning Live events
- Establish monitoring systems to track the outcomes of Planning Live and provide analysis of the effectiveness of Planning Live for young people, families and professionals.
- Establish and maintain recording of Planning Live on Children's Services management information system, Swift and SEND recording.
- Set up central recording system to document and monitor who has done Planning Live and in which setting, ensuring that a young person does not do Planning Live twice and maintain the record.
- Lead on promoting and endorsing Planning Live as an approach to planning for transition, liaising with Swindon Borough Council teams, schools, and partner agencies.
- Ensure that new staff members are trained to deliver Planning Live, coordinate opportunities to observe Planning Live events, and keep record of who has been trained. Staff in school Special Resource Units (SRPs) will also be included training offered.
- Provide general support for events and overall coordination - work with teams to provide the administrative support to deliver Planning Live events, including room booking, identification of the young person's network and the key plans/assessments/reviews the Planning Live outcomes should inform, invitation letters to the young person, family and professionals invited to events, consent forms, refreshments, resource kit, posters, pre and post event evaluations etc., ensuring that GDPR requirements are met.
- Brief attendees on what to expect from Planning Live event (if this role is not done by professional working with young person or Lead Facilitator) and what is expected of them
- At end of Planning Live event, coordinate production of Planning Live Booklet, and ensure that the booklet is distributed to the young person and professionals working with the young person.
- Follow up any questions or issues raised during a Planning Live event.
- Coordinate Planning Live Debrief and Evaluation and propose amendments and changes to the Planning Live process where necessary.
- Coordinate with SEND team to ensure that Planning Live outcomes are included in EHCP review, and coordinate with other teams across Swindon Borough Council to ensure that Planning Live outcomes are referenced in the young person's plans and reviews.
- After Planning Live event record and track the inclusion of outcomes in relevant identified plans/assessments/reviews, and make recommendations for improvement in the process where required.
- Agree and manage any required costs with relevant managers and keep Planning Live budget (if relevant)
- Coordinate with relevant partners to evaluate processes and update the How To Guide where required
- Set up a system to collate themes from outcomes to inform commissioning, for instance Supported

Employment, and liaise with relevant commissioners to ensure Planning Live outcomes influence commissioning plans and reviews.

- Engage with key Boards, Forums and groups such as Transitions Programme, Education, Social Care and Health panels, Swindon SEND Families Voice, Learning Disability Partnership Board (LDPB).
- Provide monitoring and evaluation reports for Transitions Programme Board, Health and Wellbeing Board and other governance boards as required, and contribute to the work of external consultants undertaking reviews in Swindon Borough Council.
- Provide reports on impact of Planning Live for Ofsted inspections, peer reviews, and other inspections or reviews as required.
- Undertake audits to ensure consistent quality of Planning Live events and outcomes.
- Work with Children's Social Care to adapt the Planning Live booklet into a 'My Plan' for young people in DCT.

### **Knowledge & Experience**

- General knowledge and relevant experience of direct working with adults and children.
- Experience of multiagency partnership working
- Proven experience of using a variety of approaches to encourage initial engagement of adults and young people
- Experience of working with / communicating with young people with additional needs and their parents
- Developing evaluation / analysis reports
- Prepare Planning Live reports for committees / reports for Managers / elected Members
- Organised – ability to organise events and provide clear communication
- Knowledge and ability to work within a local community of diversity and diverse needs.
- Computer literate and working knowledge of relevant IT software packages
- Ability to prioritise your work and meet deadlines
- Ability to work autonomously and as part of a team.
- Ability to attend and contribute to relevant meetings to ensure the best possible outcomes.
- Ability in both written and verbal communications.

### **Qualifications**

- Minimum of 5 GCSEs Grade A\* - C or equivalent

### **Decision Making**

The post holder will report for supervision to the manager of the Disabled Children's Team in Children's Services, and through supervision will receive guidance on decisions relating to their work. The post will also report to the manager of the Leaving Care Team in Children's Services, and the Team Manager of the Transitions Team in Adult Social Care.

### **Creativity and Innovation**

- To be able to work flexibly and creatively
- To be able to identify effective methods of engaging young people, parents and professionals
- Tenacity and resilience

<b>Job Scope</b> Number and types of jobs managed - None	<b>Budget Holder Responsibility</b>	No
Typical tasks supervised/allocated to others - None	<b>Asset Responsibility</b>	No

**Contacts and Relationships**

- Young people and their families, and their network.
- Team members; wider Children’s Social Care, Adult Social Care, SENDACT
- Colleagues from across the authority
- Schools, voluntary sector and other outside organisations
- Team members: Adult Social Care teams
- Partner agencies, including Health and Mental Health professionals
- Governance Boards, including Transitions Programme Board, Health and Wellbeing Board

**Values and Behaviours**

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours , this means in our work we are:

**Connected: We put Swindon and its people at the heart of everything we do.**

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

**Resilient: We are forward thinking and work smart**

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

**Brave: We respect and work together with our colleagues and customers to achieve success**

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name::
<b>Date:</b>	