

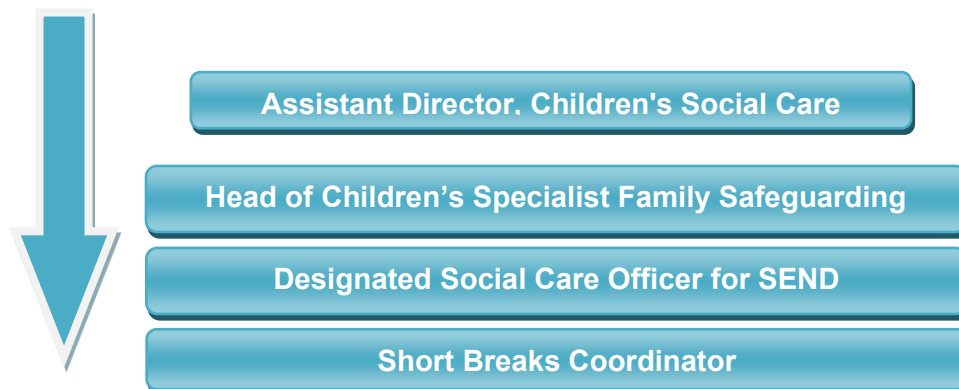
## Job description

<b>Job title:</b>	Short Breaks Co-ordinator (Children with Disabilities)		
<b>Directorate:</b>	Children's Social Care	<b>Salary:</b>	£45,500 – £47,910 p.a. Inclusive of £729 London Weighting
<b>Section:</b>	Children's Specialist Service	<b>Grade:</b>	BG–F (SCP 31 – 36)
<b>Location:</b>	Times Square	<b>Work style:</b>	Flexible

### Key objectives of the role

Coordinate and deliver a comprehensive, efficient, accessible and cost-effective short breaks service within Bracknell, which aims to increase the quality of life for children and young people with disabilities and their families, by offering a break from caring for parents and carers.

### Designation of post and position within departmental structure



The post holder will also work closely with the Children's Specialist Support Team Manager and Larchwood (short break children's home) Registered Manager.

### Daily and monthly responsibilities

1. Lead on the delivery of a comprehensive, efficient, accessible and cost-effective short breaks service in Bracknell that increases the quality of life for disabled children and their families.
2. Work closely with the specialist support team, and other teams and agencies to ensure short breaks are highly integrated with other services and allocated fairly and within policy and best practice guidelines; analyse outcomes and feedback to inform the review of provision to deliver

continuous improvement. Contribute monthly to the Joint Resource Allocation Panel and other relevant Social Care and SEND panels, to include chairing as and when required.

3. Develop policies and procedures for the short breaks service in line with best practice and corporate guidelines.
4. Maintain, develop and deliver a Short Breaks Sufficiency Strategy that focuses on the services that need to be commissioned to meet the diverse and often complex needs of children and young people with disabilities, in consultation with children and their families.
5. Develop a comprehensive understanding of the local short breaks market and build successful relationships with internal and external partners to put in place initiatives to ensure that the market is able to respond to need.
6. Maintain effective management systems to record data relating to short breaks in compliance with the data protection regulations and local protocols. Produce regular reports and management information underpinned by robust analysis.
7. Work closely with the Head of Service and Finance Team to ensure that there is seamless and accurate financial management, monitoring, invoicing, payments processing and financial reporting.
8. In liaison with the Council's Communication and Marketing Team and with all stakeholders, develop and deliver a Short Breaks communications strategy. Champion and promote short breaks to internal and external partners, parents and service providers through effective, modern, high quality and accurate marketing material, newsletters and communication channels.
9. Facilitate feedback through informal and formal channels to inform on areas for service improvement. This includes direct feedback from children, carers/families, the referral teams and service providers; proposals from local partnership forums and concerns arising from the complaints process. Ensure regular contact with the Bracknell Parent Carer Forum.
10. Take responsibility for promoting and safeguarding the welfare of children and young people, ensuring this ethos and practice is embedded throughout the service and by the short break providers. Ensure that safeguarding procedures are fully implemented to a high standard.
11. Take the lead in championing and building effective working relationships with partners who operate both within and outside of the council e.g. Health, Education, Early Years and other partner agencies to achieve an integrated approach to short breaks.
12. Work with partners and the Council's commissioning team to complete contract monitoring in line with Contract Management Guidance and be the lead short breaks contact for commissioning and procurement ensuring resources are maximised and aligned to service priorities.
13. Work with the DSCO (Designated Social Care Officer) to ensure the local offer is kept up to date and promoted.
14. Together with the Head of Service and the DSCO, develop and promote new, innovative and more effective ways of working as part of the service's drive for continuous improvement and lead transformation in respect of short breaks.
15. Provide responses to Freedom of Information requests for short breaks / commissioning for children with disabilities as required.

To work flexibly and respond positively to changing business and user needs and carry out any other duties within the scope of the nature and grade of the post, undertaking additional duties as required and commensurate with the level of the post.

## Scope of role

The post holder will be responsible for the contracting and monitoring of short breaks services within budget; this includes budget setting, invoice processing and monitoring.

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

### Person specification

Key criteria	Essential	Desirable
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> <li>• Evidence of ongoing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised qualifications in relevant field e.g. commissioning, procurement, SEND,</li> <li>• Management or project management qualification</li> <li>• Qualification in social care or health</li> </ul>
<b>Competence summary</b> (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>• Financial management skills</li> <li>• Project management skills</li> <li>• Good IT skills and highly competent use of Excel</li> <li>• Thorough understanding of issues relevant to children with disabilities and their carers</li> <li>• A good understanding of relevant childcare legislation Children Act 1989/2004, Children &amp; Families Act, Short Break Regulations 2011</li> <li>• Good presentation skills</li> <li>• Good report writing skills</li> <li>• Ability to consult effectively with parent/ carers and children with disabilities</li> <li>• Ability to work in close partnership with statutory and voluntary agencies</li> <li>• Commissioning/ procurement skills and experience with successful track record in commissioning and managing commissioning relationships, preferably in a SEND or children's environment</li> <li>• Relevant experience working with children and disabilities</li> </ul>	

<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"> <li>• Able to think broadly and incorporate new and innovative ideas</li> <li>• Be self-motivated, and able to work alone where necessary</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> </ul>
<b>Other work requirements</b>	<ul style="list-style-type: none"> <li>• Able to attend meetings/forums which may occasionally occur outside of regular office hours</li> <li>• Able to travel independently to a variety of locations mainly within Bracknell Forest</li> <li>• Satisfactory enhanced DBS check</li> <li>• The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time</li> <li>• This post is exempt from the Rehabilitation of Offenders Act 1974</li> </ul>
<b>Role models and demonstrates the Council's values and behaviours</b>	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>

**All staff should hold a duty and commitment to observing the Council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and Council policies/procedures.**

