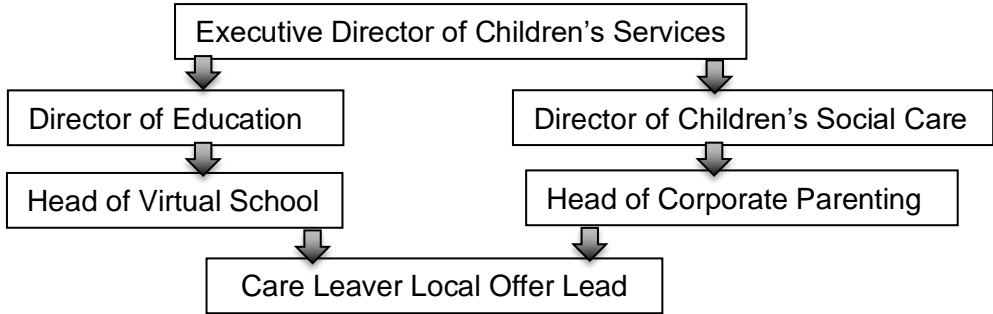


## Job Description

<b>Department:</b>	Children and Young People's Services
<b>Division/Section:</b>	Peterborough Virtual School
<b>Job Title:</b>	<b>Care Leaver Local Offer – Lead Officer</b>
<b>Post No:</b>	<b>New Post</b>
<b>Grade:</b>	
<b>Reports to:</b>	Co-located post: Head Teacher of Peterborough Virtual School Head of Service for Corporate Parenting
<b>Organisation Chart:</b>  <b>Show immediate manager and any jobs reporting to this post.</b>	 <pre> graph TD     A[Executive Director of Children's Services] --&gt; B[Director of Education]     A --&gt; C[Director of Children's Social Care]     B --&gt; D[Head of Virtual School]     C --&gt; E[Head of Corporate Parenting]     D --&gt; F[Care Leaver Local Offer Lead]     E --&gt; F         </pre> <p>This role will be co-located across within children and young people's services, specifically within the Virtual School and Corporate Parenting.</p>
<b>DBS Check applicable?</b>	Enhanced x
	<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b>  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Line Management responsibility for:</b>	<b>No. of direct reports: 0</b> <b>No. of indirect reports: 0</b>
<b>Size of budget:</b>	- state whether <i>accountable</i> for (i.e. budget holder) or <i>accounting</i> for (e.g. monitoring)
<b>Job Purpose:</b>	<p>The Children and Social Work Act 2017 requires local authorities to consult on and publish a local offer for its care leavers. The local offer should provide information about all the services and support that is available to care leavers from the local authority including information about both their statutory entitlements as well as any discretionary support that a local authority chooses to provide. This will ensure care leavers receive consistent and comprehensive support as they transition into adulthood.</p> <p>This role will embed an aspirational culture to further develop Peterborough's Local Offer to our Care Leavers. The role will drive forward the organisation's desire to realise potential pledges of support from both within the authority and from partners</p>

	throughout the city, in order to maximise the opportunities for our Care Leavers. This will include the continuing development of our existing Local Offer; working in consultation with staff and our care leavers to ensure we, as an organisation are fulfilling our Corporate Parenting responsibilities to the best of our ability.
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### Main Duties and Responsibilities:

1	Ensure Peterborough's offer is co-produced with Care Leavers and that lived experience of Care Leavers is reflected within it.
2	Act as a champion for Care Leavers across Peterborough, developing and embedding an aspirational ethos both within the Local Authority, with our partners and throughout the city.
3	Be responsible for raising awareness of the Corporate Parenting Principles and educating, supporting and challenging PCC officers to fully understand and maximise their role as a corporate parent. Work with teams across and beyond the authority, including partners, to fully realise the corporate parenting potential that exists.
4	Lead the continued development of Peterborough's offer to Care Leavers, ensuring it is sustainable, live and robust.
5	Identify innovative and exciting opportunities within and beyond PCC, including with communities, voluntary and private sector. Work with partners to find new opportunities for Care Leavers.
6	Promote the Care Leavers Covenant with public, private and voluntary partners across the city leading to pledges of support.
7	Oversee publication of Peterborough's offer to Care Leavers so that it is easily accessible in both digital and hard copy versions.
8	Work with the Virtual School, Participation and Care Leaving teams to embed the Local Offer, as a core part of the service and support PCC provides to its Care Leavers.
9	Set up a Local Offer Steering Group and provide regular updates to this and the Corporate Parenting Committee regarding progress of the Local Offer.
10	Create a clear Action and Legacy Plan to ensure the Local Offer is sustainable and fulfils its potential.

#### Generic Responsibilities:

To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

#### Flexibility Clause:

Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

#### Variation Clause:

This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.



**DATE: 21.03.24**

**COMPLETED BY:  
Zoe Lattimer**

## Person Specification

**GRADE:**

**POST NO:**

**DEPARTMENT:**

**Children and Young People's Services**

**HOURS:** Full time 37 hours

**DIVISION:** Peterborough Virtual School for Children in Care

**DIRECTOR:** Chris Baird

**DATE:** 21.03.24

**COMPLETED BY:** Zoe Lattimer

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>		
	<p>Able to demonstrate a sound understanding of issues relating to children and young people and the ability to engage with this group and respond appropriately.</p> <p>Demonstrable understanding and commitment to equal opportunities and the ability to use this knowledge in anti-discriminatory professional practice with young people and partner organisations</p> <p>Understanding of the laws and issues relating to care leavers. Able to demonstrate significant knowledge of current local and national policies affecting Care Leavers.</p> <p>Evidence of up-to-date knowledge and understanding of safeguarding requirements</p> <p>(A/I)</p>	<p>Knowledge of current working practices in Social Care and the lived experience of Care Leavers.</p>
<b>SKILLS &amp; ABILITIES</b>		

Communication and Engagement	<p>Proven ability to communicate effectively within a range of settings, using a wide range of communication skills.</p> <p>Demonstrable skills in engaging with external organisations, communicating our vision and negotiating potential opportunities for our Care Leavers.</p> <p>Inspire and motivate others, and work collaboratively and effectively with others to achieve team and organisational goals</p>	<p>Strong skills in building sustainable relationships across the public, voluntary and private sectors.</p> <p>Ability to co-produce policies/strategies with stakeholders, including young people.</p> <p>Able to demonstrate a strong commitment to multiagency working and working with partners.</p> <p>Inspire and motivate others, and work collaboratively and effectively with others to achieve team and organisational goals.</p> <p>Able to communicate effectively in all the usual media with a wide range of audiences.</p>
Operational and Strategic	<p>Able to prioritise work, meet deadlines and utilise resources effectively in area and across the service.</p> <p>Able to meaningfully implement strategic decisions, policy and new legislation into operational practice.</p>	<p>Ability to think bigger in order to enhance the opportunities available to our Care Leavers, whilst remaining mindful of our organisation's statutory requirements.</p>
Reflection	<p>Able to engage in critical self-review and to enable others to do so in supervision.</p> <p>Able to address issues of performance fairly and competently, following the appropriate PCC procedures.</p> <p>Demonstrate a commitment to apply professional reflection as part of ongoing CPD to evidence learning from experience.</p>	
IT	<p>Ability to use full MS Office package.</p> <p>Ability to support Web development/content, alongside our communications teams.</p> <p>(A/I)</p>	
<b>EXPERIENCE</b>		
	<p>Experience of working and engaging with Children &amp; young people.</p> <p>Ability to demonstrate excellent communication skills to develop new partnerships and build on existing relationships</p>	<p>Experience of working with children in the care system and transitioning out of care.</p> <p>Experience of initiating, developing and completing projects.</p> <p>Experience of bidding for grants.</p> <p>Experience of change management and service delivery improvement, supporting individuals through change and demonstrating the values and behaviours that are necessary to lead people through periods of change management.</p>

		Experience of inter-agency partnership work
<b>QUALIFICATIONS</b>		
	Level 3, eg. <ul style="list-style-type: none"> <li>• Relevant work area or experience</li> <li>• Diploma in Youth and Community Work</li> <li>• DipSW or equivalent</li> </ul> (A)	Level 4 relevant area <ul style="list-style-type: none"> <li>• Relating to children or young people</li> <li>• Diploma in Youth and Community Work</li> </ul>
<b>DRIVING</b>		
	Ability to work flexibly and to travel within and out of the city and out of normal working hours, as required.  (A & I)	
<b>EQUALITY</b>		
	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying EDI. (A & I)	
<b>SAFEGUARDING</b>		
	Demonstrate an understanding of the safe working practices that apply to this role.  Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed:  
 (AI) Application / Interview, (P) Presentation, (W) Written Test.]