


Job Description

Department:	Children and Young People Services
Division/Section:	Inspection, Improvement and Innovation
Job Title:	Care Leaver Local Offer- Lead Officer
Post No:	10077
Grade:	11
Reports to:	Head of Inspection, Improvement and Innovation
Organisation Chart: Show immediate manager and any jobs reporting to this post.	 <pre> graph TD A[Head of Inspection, Improvement and Innovation] --> B[Local Offer for Care Leavers - Lead Officer] </pre>
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Line Management responsibility for:	No. of direct reports: 0 No. of indirect reports: 0
Size of budget: (Per annum)	0
Job Purpose:	To lead on the development and delivery of the Local Offer for Care Leavers and of Child Friendly Peterborough, by working with partners, businesses and key stakeholders across the city and ensuring that children and young people are at the heart of everything we do. To work independently to provide oversight and management of the Local Offer for

Care Leavers in Peterborough.

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.

This role will embed an aspirational culture across Peterborough to support further developments in the 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 throughout the city, in order to maximise the opportunities for our Care Leavers.

This will include the continuing development of our existing Local Offer; researching best practice and 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.

The postholder will also lead on the development of Child Friendly Peterborough through the development of key links with organisations in Peterborough to enhance the offer for care leavers and for all children in Peterborough.

Main Duties and Responsibilities:

- Ensure Peterborough's offer is co-produced with Care Leavers and that lived experience of Care Leavers is reflected within it.
- 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.
- 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.
- Develop a strategy for engagement with new and potential partners across Peterborough.
- lead the continued development of Peterborough's offer to Care Leavers, ensuring it is sustainable, live and robust.
- Draft and deliver reports and updates to Children's Services Leadership Team and the Improvement Board when required.
- 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.
- Promote the Care Leavers Covenant with public, private and voluntary partners across the city leading to pledges of support.
- Oversee publication of Peterborough's offer to Care Leavers so that it is easily accessible in both digital and hard copy versions
- Develop a promotion campaign to launch refreshed version of the Local Offer and work with young people to socialise this.
- 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.
- Set up a Local Offer Steering Group and provide regular updates to this and the Corporate Parenting Committee regarding progress of the Local Offer.
- Create a clear Action and Legacy Plan to ensure the Local Offer is sustainable and fulfils its potential
- Lead on the development of Child Friendly Peterborough by working with young people, partners, businesses and key stakeholders to ensure that Peterborough is a child and young person friendly city.
- Work with the Virtual School to ensure that the Local Offer is aspirational and supports young people to succeed in any Education, Employment or Training.

<p>Generic Responsibilities:</p>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>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.</p>
<p>Flexibility Clause:</p>	<p>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.</p>
<p>Variation Clause:</p>	<p>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.</p> <p>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.</p>

DATE: 08/08/24

COMPLETED BY: Charlotte Edwards

Person Specification

Job title:	Care Leavers Local Offer- Lead Officer	Directorate:	Children and Young People Services
Grade:	11	Service / Team:	Inspection, Improvement and Innovation
Date:	08/08/24	Completed by:	Charlotte Edwards

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • 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. • 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 • In depth knowledge of current and policy, legislation and guidance in relation Care Leavers. Able to demonstrate significant knowledge of current local and national policies affecting Care Leavers. • Evidence of up-to-date knowledge and understanding of safeguarding requirements 	<ul style="list-style-type: none"> • Knowledge of current working practices in Social Care and the lived experience of Care Leavers. • The role of Elected Members and managers in developing policy and performance within a local authority • Knowledge of project management techniques and practices.
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Ability to communicate in writing and verbally with all relevant audiences, including senior managers, Councillors, partners and service users, in particular, the ability to present complex issues in a simple and clear format including reports, briefings and statistical information. • Skills in understanding and responding to different perspectives and taking a cross-organisational approach, gained by working in a political or similarly challenging environment. • Highly developed influencing and negotiation skills to operate at a strategic 	

	<p>professional and political level, locally and nationally by engaging with external organisations to communicate our vision and negotiate potential opportunities for our Care Leavers.</p> <ul style="list-style-type: none">• Ability and capacity to act autonomously and with authority and make appropriate decisions.• Ability to respond independently and provide creative solutions to complex problems together with high level analytical, presentational and communication skills.• Strong skills in building sustainable relationships across the public, voluntary and private sectors.• Ability to work with young people and service users to co-produce strategies that meet their need.• Able to demonstrate a strong commitment to multiagency working and working with partners.• Ability to lead and influence others outside the lines of accountability. Ability to inspire and motivate others, and work collaboratively and effectively with others to achieve team and organisational goals• Able to manage negotiations with key stakeholders and external partners to develop the offer for Care Leavers in Peterborough.• Able to meaningfully implement strategic decisions, policy and new legislation into operational practice.• Flexible strategic thinking and a solution focussed approach and the ability to lead others to operate in that way.• Able work independently to prioritise work, meet deadlines and utilise resources effectively in area and across the service• Able to manage a programme of work and to respond independently to unexpected problems and identify possible opportunities without needing to	
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	<p>escalate or seek approval.</p> <ul style="list-style-type: none"> • Ability to use full MS Office package. • Conflict management and personal resilience. • Ability to support Web development/content, alongside our communications teams • Ability to manage confidential personal information and utilise case management systems. 	
EXPERIENCE	<ul style="list-style-type: none"> • Demonstrate excellent planning & organisation skills and ability to manage own work load and to re-prioritise, as necessary, to adapt to changing and conflicting demands. • At least 3 years experience of working and engaging with Children & young people. • Ability to demonstrate excellent communication skills to develop new partnerships and build on existing relationships • Experience writing strategies in children's services or a related field to a high standard and level of accuracy. • Experience influencing, negotiating and of managing complex conversations. • Excellent time management and experience successfully balancing competing priorities. 	<ul style="list-style-type: none"> • Experience of bidding for grants. • Experience of working with children in the care system and transitioning out of care. • 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. • Experience of initiating, developing and completing projects. • Experience of inter-agency partnership work
QUALIFICATIONS	<ul style="list-style-type: none"> • Good general education to degree or equivalent standard with excellent numerical, verbal and written skills or ability to demonstrate equivalent experience. • Experience of leading in a project or change management environment 	<p>Level 4 relevant area</p> <ul style="list-style-type: none"> • Relating to children or young people • Diploma in Youth and Community Work <p>Project Management qualification (APM/ PRINCE2 or similar)</p>
PERSONAL CIRCUMSTANCES	Able to work in Peterborough, attend meetings including with children and young people and families that suit them. Ability to work flexibly	
EQUALITY	Candidates must demonstrate understanding of,	

	acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

*[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.]*