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# JOB DESCRIPTION

**Title:** Children and Young Peoples Co-Production Lead

**Directorate & Section/Unit:** Children’s Services, All Age Disability Services (0-25)

**Reporting To:** Programme Manager, SEND Improvement

**Responsible For:** N/A

**Salary Grade:** SO1

**WCC Management Level:** Frontline

**Number of Direct Reports:** N/A



**Main Purpose of Job:**

* The post holder will work across the Worcestershire Local Area partnership\* to drive forward a cultural change in how we genuinley co-produce with children and young people with special educational needs and disabilities (SEND), so co-production underpins our work at a strategic and individual level.
* The post-holder will raise the standard and quality and increase the frequency of co-production for children with SEND across the local area partnership, including in educational settings and voluntary sector organisations.
* The post-holder will form countywide connections between the local area partnership, groups for children and young people with special educational needs and Youth Cabinet, building strong relationships to create opportunity to meaningfully co-produce with children and young people with SEND
* The post-holder will ensure children & young people aged 0 to 25, with a diverse range of special educational needs and disabilities can engage in meaningful co-production.
* The post-holder will ensure that children and young people are valued and equal partners in the strategic coproduction of children & young peoples’ services and their improvement strategies.
* The post-holder will undertake data gathering and reporting to understand the impact of co-production for children and young people and their families
* \*The local area partnership consists of Worcestershire County Council and NHS Herefordshire & Worcestershire, Herefordshire and Worcestershire Integrated Care Board and Worcestershire Parent Carer Forum. The position will work across the partnership but will be held within Worcestershire County Council.

**Responsibilities, Duties and Tasks:**

* To co-produce the approach to co-production on behalf of the local area partnership, that aligns with what children and young people with special educational needs and their parent carers are telling us about meaningful co-production – how it looks, what is the approach and how this feels to them.
* Co-ordinate the production, launch and roll out of the co-production strategy across the local area partnership and communities, to include the parent carer forum, SENDIASS, educational establishments and community groups.
* Roll out to include the design and facilitation of a cross-partnership co-production training programme to embed co-production principles throughout the partnership.
* To provide support, advice and training across the partnership to enhance colleagues and partners ability to effectively co-produce with children and young people with special educational needs and disabilities and improve outcomes resulting from co-production, fostering a change in culture around co-production across the partnership.
* To work in partnership with the Parent Carer Forum and SENDIASS to engage with families and their children and young people.
* Establish and maintain strong relationships and strengthen networks across the partnership, including educational and community groups for children and young people with special educational needs and disabilities and Worcestershire Youth Cabinet, to ensure a cross range of views and needs are represented and to facilitate routes to co-production.
* Create a hub and spoke approach to co-production that reaches out across the partnership and can inform strategic groups for young people including the Youth Health Board and the Youth Cabinet.
* Have in depth oversight and knowledge of SEND improvement and development activity taking place across the local area partnership and link up to groups for children and young people with special educational needs and disabilities and Youth Cabinet to facilitate co-production opportunities.
* Understand the breadth of co-production activity taking place across the local area partnership and ensure meaningful co-production is taking place at a strategic and operational level across the programme of development work.
* Monitor, evaluate and report to the local area partnership committee and to a range of audiences, on the impact of co-production activities, using feedback from children and young people to inform improvements in how we co-produce and to understand the impact of co-production.
* Work with communications colleagues across the partnership to contribute to communication campaigns, including social media, focused on how we are co-producing with children and young people in Worcestershire, the impact of co-production on our services and how to get involved in co-production.
* Build a working relationship with the WM ADCS participation network and other relevant forums, including the Worcestershire Engagement Network (WEN) to share and understand best practice in co-production in other local areas and work together to establish a regional quality standard for co-production.
* To work collaboratively towards goals and areas of change.
* Bring a co-production focus to multi-agency meetings.
* At all times, is non-judgemental, promotes emotional health and well-being and respects diversity.

**General Duties:**

* To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
* To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
* To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate’s Health and Safety Policy.
* The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council’s Equality and Diversity Policy.
* Working with some vulnerable children, young people and adults can, at times, be emotionally challenging for which appropriate support will be provided through management supervision. The post holder must be able to deal with such mental demands.
* This post is exempt from the Rehabilitation of Offenders Act and / previously met the definition of Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006) and is therefore subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) (as defined by the Police Act).
* This post meets Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) and is subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) and the relevant children and/ adults barred list(s) checks.
* The Code of Practice on the English Language Requirement for Public Sector Workers (the fluency duty) applies to this post. Therefore, an ability to fulfil all spoken aspects of the role with confidence through the medium of English is essential for the post.
* It may not be necessary for you to undertake out-of-hours duties to support events outside of the usual working day.

**Contacts:**

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Assistant Directors, senior managers, management teams, managers and staff across all Directorates, healthcare professionals, project staff, governors, headteachers, teachers, support and other school-based staff.

External: District & Council, Government agencies and departments, PCT, Police, Fire, Probation Service, educational settings, suppliers, contractors, service providers, statutory and voluntary organisations, service users, clients, customers, parents and pupils, members of the public, volunteers.

**Additional Information:**

The ability to travel throughout the county, including areas where there is limited public transport and be able to reach, including but not limited to, schools, youth groups, community groups, internal and external partners within a timely manner. • The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility. • Reasonable adjustments will be considered as required by the Equality Act.

Author: Daniela Carson/Louise Butler Date: 18th December 2024

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# PERSON SPECIFICATION

**Post Title:** Children and Young Peoples Co-Production Lead

**Directorate & Section/Unit:** Children’s Services

**Salary Grade:** SO1

**EXPERIENCE:**

It is **essential** that the post holder has:

* Significant experience of working with SEND children and young people and their families
* Significant experience working in a community setting
* Significant experience of meaningful co-production with children and young people with special educational needs and disabilities.
* Significant experience of capturing the voice of the child, including nonverbal children, to inform planning at an individual and strategic level.
* Significant experience of navigating the SEND system.
* Considerable experience of developing relationships through networking.
* Demonstrable experience in project management.
* Significant experience of working with leaders at a senior level.
* Significant experience of multi-agency, partnership working.
* Evidence of continuing professional development.

It is desirable that the post holder has:

* Demonstrable experience in the delivery of training

**KNOWLEDGE, SKILLS & ABILITIES:**

It is **essential** that the post holder has:

* Specialist knowledge and understanding of issues impacting children and young people with special educational needs and disabilities in Worcestershire.
* Specialist knowledge of SEND legislation.
* Good understanding of Worcestershire’s priority action plan objectives around co-production.
* The ability to interpret and critically analyse varied and complex information with the ability to formulate a proposed delivery plan
* Ability to build trust and rapport with children and young people with a range of special educational needs and disabilities, their families and practitioners.
* Ability to adapt their approach to reach young people with the full range of speech, language and communication needs
* Excellent communication skills and interpersonal skills, including effective listening skills
* Excellent relationship building and networking skills.
* Experience in facilitating group activities and workshops.
* Detailed knowledge and experience of multi-agency working.
* Ability to work under own initiative to deliver programmes and respond effectively to targets and deadlines.
* Detailed knowledge of child protection and safeguarding procedures.
* Detailed knowledge of Microsoft packages and competent at using IT systems.
* Commitment to equality, diversity, and inclusion.
* Driven to achieve best outcomes for C&YP with SEND
* Ability to write clear reports and letters, concisely and for a range of audiences
* Ability to work across the local area partnership, with multiple stakeholders and service providers. To drive forward fast-paced progress in co-production.
* The ability to work with confidential information
* Ability to work be autonomously.
* Ability to work as a member of a team.
* Ability to undertake day to day administration tasks.

**QUALIFICATIONS / TRAINING & DEVELOPMENT:**

It is **essential** that the post holder has:

* Level 5 SEND qualification or equivalent experience working with children and young people with special educational needs and disabilities.

It is **desirable** that the post holder has:

* Formal training in co-production
* A project management qualification.
* A training qualification

**ADDITIONAL INFORMATION**

It is essential that the post holder has:

* The ability to work evenings and at weekends as required.
* A commitment to follow safeguarding policies and procedures as appropriate.
* A willingness to undertake any appropriate DBS checks.
* A flexible approach to working with regard to time and place.
* To have a full UK driving licence.

Author: Daniela Carson/Louise Butler Date: 18th December 2024

Date of grading confirmation: 19th December 2024

**Notes:**

* This post is requires the postholder to have DBS check.
* The Council reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
* Reasonable adjustments will be considered as required by the Disability Discrimination Act.
* The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council’s Equal Opportunities Policy.