

Connect and Be Heard Coordinator



Hours of work: 18 hours per week

Location: KIDS Warwickshire

Full Time Equivalent (FTE) salary details:

£23,908 FTE

Fixed Term: 31 August 2022

As Connect and Be Heard Coordinator you will be responsible for the delivery of Connect and Be Heard Warwickshire. You will lead a monthly online young peoples well-being and participation group, facilitate the group meeting in person in school holidays and hold a case load supporting young people individually to participate in decision making that affect their lives. You will also be responsible for the promotion of the service and particularly it's online presence. This is a great opportunity to develop your skills in a rewarding role, and gain a strong sense of achievement.

Read further to find out about whether this role is right for you.

Our vision is a world in which all disabled children and young people realise their aspirations, and their right to an inclusive community which supports them and their families.

About KIDS Charity



KIDS is a national charity, founded in 1970, that provides a wide range of services to disabled children, young people and their families in England. In 2019-2020 we supported over 13,700 disabled children from birth to 25 years benefitted from our work. Our services include: drop-in crèches and nurseries for the under 5s to youth clubs, short breaks and residential stays for young adults. Commissioners and users appreciate the high quality of our information, advice and mediation services and 96% of parents say they are happy with the KIDS services they receive.

“As a member of KIDS’ Young People’s Engagement Group (YPEG), I have become more confident and have made lots of friends as well. It’s helped me become the person I am.”

“Your involvement with my family has meant huge practical help during a difficult time. I think the key thing is that KIDS does stuff with and for the whole family, not just the child. I am sure that yours is the kind of service that helps prevent family break up as a result of the strains that a child with a disability brings.”

We aim to empower disabled children and young people to develop their skills and achieve their inspiration. We create opportunities for them to take part in play, learning, leisure, skills training and social activities. Our success is based upon building a close partnership with parents, carers and siblings and helping them find solutions to the obstacles they meet in daily life.

For more information about KIDS’ impact during the pandemic see here:

<https://www.kids.org.uk/Handlers/Download.ashx?IDMF=4cc37099-060d-4fc5-9f10-a4ae73b964a2>

Our latest annual report is here: <https://www.kids.org.uk/kids-response-to-covid-19>

Our latest financial statements are here:

<https://www.kids.org.uk/Handlers/Download.ashx?IDMF=b99c7fc4-1729-45ba-bdc9-8e8258906d5a>

Our Vision, Missions and Values

Our vision is a world in which all disabled children and young people realise their aspirations.

KIDS’ values are: To be passionate, caring, trusted, responsive, collaborative and champions of quality.

We believe that disabled children and young people should be allowed to be themselves, to have fun, play and grow into adulthood with every opportunity to live life and access the same opportunities as other people.

Our Mission:

- Help and empower families with disabled children
- Support disabled children to play, have fun and grow
- Support disabled young people into adulthood

Main Activities

KIDS provides high quality services for disabled children, young people and their families. In addition, KIDS influences national policy and practice, often in collaboration with others in the disability sector, and runs participatory programmes for young disabled people to bring their voices and experiences to the fore.

For more information about KIDS please visit www.kids.org.uk.

What You Can Expect



Our services

KIDS was established in 1970 by John Mulcahy, a teacher who had become concerned about the development of a disabled child in one of his classes. Looking to improve communication with the child.

John turned to the child's mother for guidance. This sowed the seeds of working in partnership with parents and carers to enable disabled children and young people to develop their skills and abilities and to fulfil their potential, hopes and dreams.

KIDS is a charity which has pioneered a number of approaches and programmes for disabled children and young people. These include Home Learning (Portage), Parent Partnerships, Adventure Playgrounds and the inclusion of disabled children in mainstream educational settings.

KIDS has a rich history and vast experience of meeting the needs of disabled children and young people and families. Therefore, KIDS is well-placed to play a leading role supporting the development of policy affecting this important group in society.



Our benefits

Here at KIDS we want you to know that you are valued, and that we are committed to your safety and wellbeing. Our benefits include:

- Access to KIDS Virtual College: our wide range of interactive e-learning training courses which carry CPD points
- NEST Pension Scheme
- Life Assurance after 6 months service
- Strong sense of achievement from doing meaningful work
- Generous holiday pay
- Extra week of holiday after 4 years' service
- 24 hour helpline to deal with safeguarding issues
- Access to Perkbox benefits and discounts

'Being given the opportunity to make a positive impact on a young person's life' - Ollie, Assistant Practitioner

Safeguarding



KIDS Safeguarding Board acts in an advisory capacity to monitor and continuously improve safeguarding practices throughout the organisation. To read our safeguarding policies, please click on the links below:

[Safeguarding Children and Young People Policy](#)

[Safeguarding Vulnerable Adults Policy](#)

[Disclosure and Barring Service Policy](#)

KIDS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All children and young people we work with must, at all times, feel safe.

As part of our commitment to safeguarding KIDS has a safeguarding board with representatives from all parts of the organisation. The board meets regularly to review policy and practice as well as to disseminate learning and good practice. KIDS has a designated safeguarding lead at director and at trustee level.

KIDS follows safer recruitment principles and all staff and volunteers working with children, young people or their families have DBS checks, regular supervision and also safeguarding training.

We work closely with families and co-operate fully with other agencies to take all reasonable steps to minimise the risks of harm to a child or young person's wellbeing. We recognise that whilst not all risks can be eliminated, we must operate in an atmosphere of safe uncertainty. This means that children and young people must feel secure and safe in the face of reasonable risks, but should never be knowingly or unknowingly put in a position of significant harm or abuse.

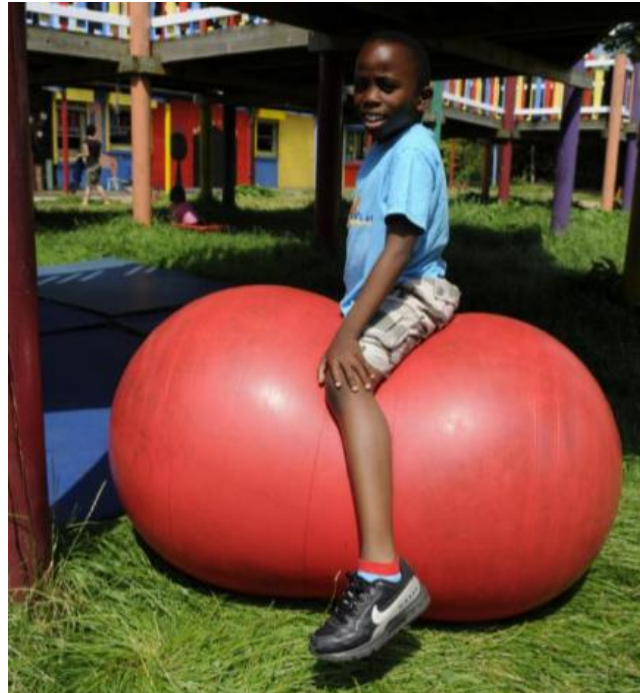
Job Description



Overall Purpose of Role

To establish and deliver Connect and Be Heard in Warwickshire. This offers emotional wellbeing and participation support for young people aged 14-25 with SEN/D.

- Monthly Virtual Group
- School Holiday in person activities
- Promote service and actively manage social media platforms
- Individual support to young people to have a voice in decision making and participation.



Key Relationships

Internal:

- Service Manager (Line Manager)
- KIDS Young People's Participation Team
- Regional Manager and wider Central team

External:

- Young People
- Parents/Carers
- Schools and Colleges
- LA
- Voluntary and Community organisations including Youth Clubs and Parent Carers Forum

Working Context

- There may be occasions that require a flexible approach to altering your working pattern to meet service needs including some out of hours work.
- The role will be based at a local office however there will be outreach work across Warwickshire. This will include lone working and agile working using web based IT systems to maintain records.
- Driving Licence and access to use of a car is essential

Key Responsibilities



- Lead Connect and Be Heard Warwickshire, being responsible for the planning, delivery and evaluation of the service. This includes: monthly online well being and participation group, in person group activities in the school holidays and one to one support.
- Establish monthly virtual group for young people aged 14-25 with SEND.
- Plan, deliver and evaluate monthly virtual group including actively seek the views of young people through a wide range of creative methods and engage them in the development of KIDS Connect and Be Heard group.
- Manage Senior Practitioners and Sessional Staff including supervision, peer support and line management.
- To support and encourage young people to actively participate in decision-making, both on a one to one basis and as part of group.
- To develop and promote the use of online information for young people, including the use of KIDS website and social media platforms.
- To support young people on a one to one basis to identify their wants and wishes, prepare for meetings and attend meetings with young people to enable them to share their views.
- To engage with schools, colleges and other young people's services to promote the Connect and Be Heard Warwickshire and increase direct engagement with the service by young people.
- To be able to provide factual information about local processes, procedures and support organisations.
- To offer information in an accessible way to young people and enable them to participate confidently and effectively in an informed way in the decision-making process
- Encourage young disabled people to be autonomous and self-confident, maximizing opportunities to reach their full potential.
- To manage your own caseload
- To keep accurate records of Service activity which will provide statistical evidence for monitoring and evaluation of the service.
- Keep written YP records up to date and accurate and take the lead on writing, reviewing and auctioning risk assessments.
- To take responsibility for personal development keeping abreast of all legislation and policy relating to special educational needs and disability.
- To contribute to the ongoing improvement of the service, sharing good practice, attending team meetings and seeking service user feedback.
- To ensure the welfare of children and young people is paramount, reporting any safeguarding concerns in the appropriate manner
- To undertake any other duties that is consistent with the role as required.



Key Responsibilities

‘The staff are really friendly and create a nice atmosphere to work in’ - Sarah, Assistant Practitioner

Safeguarding Policies and Procedures

1. To be familiar with and fully comply with all KIDS policies and procedures including child protection, safeguarding, health and safety, confidentiality and partnership.
2. To work within the standards required by relevant regulatory bodies.
3. To ensure that the safeguarding and risk for each child or young person is reviewed regularly.
4. To safeguard the health, wellbeing and safety of the children and young people, and if any concerns arise, to immediately report any concerns in line with KIDS policies and procedures.

Other Responsibilities

1. To signpost service users to other organisations when appropriate.
2. To work in partnership with voluntary and statutory organisations to support service users.
3. To take responsibility for personal development keeping abreast of good practice for supporting young people with SEND.
4. To support with information and engagement sessions in the community.
5. To actively promote Connect and Be Heard Warwickshire.
6. To represent the service in the community and to attend ~~any~~ local meetings or events as appropriate.
7. To contribute to the ongoing improvement of the service, sharing good practice, attending team meetings and seeking service users feedback.
8. To work in a conciliatory manner to maintain and improve relationships between service users and all relevant parties
9. To ensure the welfare of children and young people is paramount, reporting any safeguarding concerns in the appropriate manner.
10. To maintain a sensitive, confidential and impartial approach at all times.
11. To attend regular supervisions and training and development.

KIDS is committed to safeguarding and promoting the welfare of children and young people and also expects for all staff and volunteers to share this commitment. All children and young people we work with must, at all times, feel safe.



Person Specification

Proven Ability

To be able to carry out this role it is essential that you have the following characteristics:

- 3 years experience working with young people with SEND and their families
- 2 years experience leading and managing services for young people
- Knowledge and experience of using creative methods and models of working with young people.
- Significant experience of supporting young people with mental health needs.
- The ability to lead and facilitate group work
- The ability to collate and analyse information in order to continually strive to deliver a high quality service that is responsive to young people's needs
- A sound awareness and understanding of Safeguarding issues and confidence in working with the organizations Safeguarding policies and procedures.
- Ability to work independently and use own initiative
- Competence in the use of Social Media and IT to engage with young people.
- Ability to inspire confidence and credibility.
- Excellent knowledge and understanding of the issues affecting the lives of disabled young people and their parents and carers
- Excellent knowledge of Safeguarding, Child Protection
- Knowledge of Equal Opportunities and a genuine commitment to anti oppressive practice
- Knowledge of Data Protection guidelines and best practice

Education/Qualifications

- Educated to NVQ3 or equivalent in Youth Work or Health and Social Care
- Mental Health First Aid or equivalent
- Experience of supporting young people to express their views and actively participate in decision making.
- Evidence of additional training undertaken for continual professional development





Person Specification

Desirable criteria

To be able to carry out this role it is desirable that you have the following characteristics:

- Experience of providing advocacy service to young people with SEND.
- Experience of supervising staff including the promotion of best practice and professional development.
- Experience of multi-agency working

Desirable Education/Qualifications

- JNC Qualified
- Advocacy Qualification
- A recognized qualification in First aid and food hygiene
- Safeguarding and Child Protection Training

Other requirements

- Car driver



Thank you for choosing KIDS. We look forward to receiving your application.