

# Job Profile

## Multi-Agency Forum Co-Ordinator

Grade: 8 JEID: pos\_15885

Date created: May 2021

**About the Job:** *To support the delivery and development of Inclusive multi-agency forums in Gloucestershire. The Multi Agency Forum Co-Ordinator is a county wide role with a focus on a collaborative approach to removing barriers that prevent young people from accessing a full and appropriate education. Working with schools and Early Intervention partners you will play an instrumental role in identifying and meeting needs and then tracking outcomes for young people accessing forum support.*

### This is what we need you to do...

- Champion Young People's rights to appropriate education and coordinate input from a range of professionals to facilitate this
- Take a lead in the development and implementation of the integrated early help pathway working closely with Social Care, and the EHCP Casework team to monitor outcomes and allocate resources effectively
- Promote early identification of need through the use of appropriate holistic assessments and support plans that fully address unmet needs
- Develop and maintain strong professional relationships with a wide range of agencies/organisations within the statutory, non statutory, community and voluntary sectors that supports them to feel engaged with collaborative multi-agency agenda's
- Monitor and evaluate the impact of forum interventions and provide information required for the evidencing of impact and outcomes.
- To take responsibility for directing and quality checking the work of the business administrator as well as leading on peer support (including on the job training) and acting as a role model for inclusion and early help colleagues who work on the same agenda's and forums.
- To take responsibility for building and maintaining a good understanding of the remit of partner agencies and the interventions they deliver for young people and their families across Gloucestershire.

- Provide briefings and training opportunities to targeted groups of professionals that support them to have a clearer understanding of multi-agency forums across the county.
- To work alongside the Inclusion Strategy and Relationship Manager in order to develop and improve The Team Around the Locality Cluster (TALC) and Intervention Circle offers.
- To take on any project work as assigned by the Inclusion Strategy and Relationship Manager which will aid development of multi-agency forums.

### Special Conditions

- The post-holder will on occasion be required to work outside office hours.
- This position is subject to a DBS (Disclosure and Barring Service) check.
- You need to hold a current, full driving licence which is valid for driving in UK and have access to your own vehicle or be able to travel across the County in a timely way.

### Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have:

### **Experience**

- Experience of working with children, young people and their Families
- Experience of working with professionals from a variety of multi disciplinary backgrounds in order to support better outcomes for children, young people and their families.
- Experience of undertaking assessments and plans, using the Graduated Pathway of Early Help and Support to facilitate multi-agency working.
- Experience of facilitating complex multi-agency meetings where sensitive and confidential information is discussed.
- Experience of directing and quality checking the work of others
- Experience of working within an education setting

### **Behavioural attributes**

- Demonstrates Gloucestershire Leader/Employee Behaviours.
- Emotionally resilient and able to demonstrate commitment and confidence and enthuse others.
- Empathetic, approachable and personally credible with schools and partners
- Ability to get alongside professionals and undertake tasks with a creative approach.
- Ability to empower others and provide expert advice and guidance in order to increase skills and confidence in others
- Commitment to achieving the best outcomes for children and young people – taking responsibility, being professionally curious and holding self and others to account

### **Knowledge, Skills and Understanding**

- Knowledge of the Graduated Pathway of Early Help and Support in order to achieve positive outcomes for children, young people and their families.
- Working knowledge of child protection and relevant legislation.
- Proven ability to understand and coordinate responses to the education, health and care needs of children with additional needs
- Knowledge of the services available to young people and families across public, private and third sector and the ability to access new information on these services.
- A robust understanding and working knowledge of how Trauma Informed and ACE's Aware relational practice can support vulnerable young people and their wider family units.
- Working knowledge of Gloucestershire's Levels of Intervention Guidance and good understanding of how this links with the Graduated Pathway of Early Help and Support.

### **Education & Qualifications**

- Educated to A-Level or equivalent experience
- Evidence of Continuous professional Development

### **Essential**

- Experience of Microsoft Office Package
- Experience of Liquid Logic and Capita case management systems

- Excellent communication, negotiating and influencing skills, both written and verbal at all levels