



## Job Description

### Corporate Parenting Coordinator

Job Details	
<b>Grade</b>	GR4
<b>Number of Posts</b>	
<b>Department</b>	Corporate Parenting
<b>Reporting to</b>	Corporate Parenting Manager

Who Are We?
<p>We are Birmingham Children's Trust.</p> <p>'Working Together to make Birmingham the greatest city to grow up in.'</p> <p>The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.</p> <p>Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.</p> <p>Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.</p> <p><b>Our Vision:</b></p> <p>Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.</p> <p>We will do this:</p> <ul style="list-style-type: none"><li>• with compassion and with care.</li><li>• through positive relationships, building on strengths.</li><li>• in collaboration with children, young people, families and partners.</li><li>• by listening, involving and including.</li><li>• in ways that are efficient and deliver value for money.</li></ul> <p>Success will mean significant progress towards these outcomes:</p> <ul style="list-style-type: none"><li>• healthy, happy, resilient children living in families.</li><li>• families able to make positive changes.</li></ul>



- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

**Our Values:**

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

**Key Responsibilities**

- To coordinate the delivery of services, specifically for those which support children and young people who are the children in care or care leavers of Birmingham Children's Trust. Acting as a champion for children in care and care leavers you will work alongside staff within Birmingham Children's trust, Birmingham Children's Trust, partners and businesses supporting policies and practice to ensure that Corporate Parenting responsibilities are clearly outlined.
- The post holder will play an important role in driving forward the Birmingham Children's Trust Corporate Parenting Strategy and the delivery of high quality Children's Services in Birmingham focussed on the needs and aspirations of our Children in Care and care leavers.
- To act as a Corporate Parenting 'champion' for children in care and care leavers in Birmingham, working directly to the Corporate Parenting Manager.
- To support in establishing the provision of a corporate parenting strategy and service that enables Birmingham's children in care and care leavers to be the best and meet their individual aspirations.
- To actively raise awareness of corporate parenting and shared responsibilities, with elected members, partners, businesses attending and presenting information to a range of audiences including partner and businesses meetings
- The post holder is responsible for coordinating 'Meet the Leaders' events and supporting the main celebration events for Children in Care, Care Leavers and Foster Carers. Working closely with services within the Children's Trust and City Council to ensure that events are delivered in a timely manner and opportunities for young people to attend are maximised.
- These Events are key to celebrating education, key milestones and aspirations for children and adults.
- Updating and maintaining a service plan linked to events and other corporate parenting activity throughout the Trust monitoring progress and performance and capturing key milestones.



- To support the Corporate Parenting Manager in supporting all directorates in the Trust to ensure, undertake and sustain their responsibilities as a corporate parent.
- To undertake research and analysis, interpreting findings and producing departmental, corporate and inter-agency plans and policies in relation to children in care, care leavers and corporate parenting across the Children's Trust
- To prepare and present reports to a range of audiences.
- In collaboration with the Trust partners and businesses co-ordinate children in care events that ensure children in care and care leavers are able to celebrate their achievements and raise aspirations in line with their non "looked after" peers.
- To engage partners within and outside the Trust for the purpose of raising awareness and enhancing the life chances of children in care and care leavers.
- To support a range of 'independent' auditing processes relating to service provision for Looked After children i.e. complaints, advocacy/independent visitor use and overview of care plans as directed by the corporate parenting Manager to support the delivery of the corporate parenting strategy and promises of the Trust in line with the social work act 2017.
- To contribute to continued improvements in all key performance Indicators relating to children in care and care Leavers.

#### **Special Conditions**

- This vacancy is exempt from the Rehabilitation of Offenders Act
- A Disclosure and Barring Services/ISA checks will be undertaken
- Work is subject to conflicting priorities and deadlines involving constant change. You will be responsible for prioritising service delivery, this will be subject to frequent and sudden changes, as a result of emergency requests for reports from senior managers within the Trust
- The work demands will be such that the post holder must manage their own time and develop their own work programme for the majority of their working time. The working environment will be one of conflicting priorities and changing circumstances. The post holder will be required to meet wide ranging and both flexible and inflexible deadlines, whilst maintaining a high degree of flexibility necessary to be able to react to the changing demands of the role
- The post requires work to be undertaken both internally and externally to the Trust; as such, deadlines and time-scales imposed by legislation, service level agreements and Trust policies must be adhered to. The post-holder must be able to prioritise their own and others work.
- The work can be office based activities. Travelling between a number of services. Visiting other authorities across the Country
- Office based and visiting young people within their foster home or residential home.
- Visiting a range of services across the authority



- Visiting other authorities across the country on a regular basis in their own home.

- Required to work flexibly including attending early morning and evening meetings.

### **Creativity & Innovation**

- The post-holder will need to bring creativity and experience to the role, as well as the ability to inspire others.

- Due of the nature of the work the post holder will be required to contribute to the development of new policies and procedures for corporate parenting and to develop and build on established partnerships to deliver the required improvements.

- The post holder will actively undertake external research on the development of services for children in care and care leavers, presenting findings and recommendations for delivery of service to the corporate parenting manager

- The post holder will have responsibility for supporting the development of policies and procedures related to the corporate parenting.

- The post holder will meet regularly with children in care and care Leavers, actively seeking their views and feedback on service provision. The outcomes and recommendations from these meetings will be presented to the corporate parenting board.

- The ability to professionally communicate and represent the Children's Trusts corporate parenting responsibilities. At times you will be required to support in challenging services and manage conflict; as such, an enhanced level of diplomacy, professionalism, creativity and innovation will be required.

- The post holder will support in maintaining corporate parenting across all Directorates and partner agencies, the ability to adapt presentation and report writing styles to meet the needs of each service area/ directorate is essential.

- The post holder will support in ensuring elected members are fully informed of their responsibilities as corporate parents

### **Contacts & Relationships**

- The post will play support in identifying and implementing changes to service delivery, through collaborative working with all staff across the Children's Trust, Birmingham Children's Trust and partners.

- The post holder will act as a champion for children in care and care leavers

- The post holder will support the Corporate Parenting Manager meeting Elected Members to discuss issues of corporate and partnership significance, providing information, advice, guidance and support at strategic and operational levels



- The post holder will be required to represent and advocate the views and needs of Children in Care and Care Leavers with officers and partners as advised by the Corporate Parenting Manager.
- They will have regular contact with Trust Leadership Team and will support a range of strategic meetings including the Corporate Parenting Board, chaired by the Corporate Parenting Champion.
- They will be the deputy chair of the Sub Boards of the Corporate Parenting Board. Feeding back to the Corporate Parenting Board.
- The post holder will be responsible to the Corporate Parenting Manager for the allocation and supervision of duties.
- The post holder will have regular contact with a range of staff in all Directorates of the Trust and with external agencies, partner, businesses young people and their families, carers and multi-disciplinary professionals.
- The post holder may have support in resolving conflict between service areas for the benefit of service development and the needs of young people.
- This is a challenging post, requiring well-developed skills of communication, facilitation, mediation and conflict management, persuasion and consensus-building.

#### Decision Maker

- This post is the only one of its kind reporting to the Corporate Parenting Manager who is the central point for all Directorates, Services and Teams to approach for advice and support on Corporate Parenting matters.
- Guidance will be available to the post holder by the Corporate Parenting Manager but on occasions, there may be issues that will require decisions are not defined within set policies and/or procedures and considerable decision making ability and creative thinking is required.
- The post holder will have responsibility for supporting the designing and implementing revised policies and procedures for implementation across the Trust based upon research, legislative requirements and feedback from young people and Directorates.
- The post holder will play a role in supporting changes to service delivery for Birmingham Children's Trusts Children in Care and Care Leavers population at Team, Service, Directorate and Trust wide level that will ultimately benefit the outcomes for young people in our care.
- The post holder will act as a 'champion' for Children in Care and Care Leavers, operating as a conduit between young people and all professionals internal and external to Trust.
- The work of the post will enable the Trust to make informed decisions relating to their Corporate Parenting responsibilities that will enable service improvements to be delivered across Birmingham.
- The consequences for the post holder failing to represent the needs of Children in Care and Care Leavers and by not ensuring and challenging the Trust to undertake its statutory duties as a Corporate Parenting role is great. Poor outcomes will relate directly to poor parenting for all Birmingham's Children in Care and Care Leavers affecting the Trust's ratings within statutory inspections, and poor life chances and outcomes for young people, socially, emotionally and academically who



are in the care of the Trust. Lack of stability and security, poor prospects for the transition to adulthood, and negative impacts upon the Trust's performance indicators.

- The post holder will be responsible for researching services for Children in Care and Care Leavers across the Region and nationally, ensuring that good practice is adopted and disseminated.

Key Information				
Is a Safeguarding Check needed?		<b>Children</b>	<b>Adults</b>	<b>Children and Adults</b>
	Basic			
	Enhanced			x
Will this position have Line Manager Responsibility?	TBC			

### Person Specification

Essential Criteria		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	Method of Assessment (M.O.A)	ESSENTIAL
Qualifications	AF/Q	Holds a relevant professional/degree qualification.
Experience	AF	Experience working in a social care setting.
Experience	AF/I	Experience of working closely with Elected Members.
Experience	AF/I	Has experience of developing, using and interpreting management information systems
Experience	AF/I	Experience of delivering training



		to staff
Experience	AF/I	Involvement in multi-agency working and planning meetings
Experience	AF/I	Direct experience of working with vulnerable children and young people
Experience	AF/I	Maintaining data systems and producing accessible information
Experience	AF/I/E	Experience of working closely with business in order to bring rewards elements via corporate social responsibility and the business charter
Skills	AF/I	An in-depth understanding of the role of the Childrens Trust and Local Authority as a Corporate Parent
Skills	AF/I	Ability to communicate enthusiasm to Corporate Parenting initiatives for all staff (Council and external), children and young people.
Skills	I	Knowledge of events management
Skills	AF/I/E	Excellent oral and written communication skills and the ability to successfully interact with a range of professionals, including presentation and report writing skills
Skills	AF/I/E	Knowledge of key national policy developments including legislation regarding children in care and care leavers
Skills	AF/I	Holds knowledge of social care provision for Children in care and care leavers, performance targets and resource

		management required
Skills	I	Have a developed awareness of the impact of the care experience on children and young people
Skills	I	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>
Other	AF/I	To work flexibly as to the needs of the post, to regularly work outside normal office hours e.g. attending evening meetings.

**At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.**

