



Job Description

JOB TITLE

Job Details	
Grade	A
Number of Posts	1
Department	Careleavers
Reporting to	Team leader

Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

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.

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 Trust's objectives.

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.

Our Vision:

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.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:

- healthy, happy, resilient children living in families.
- families able to make positive changes.



- 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

Scope and Purpose of the Role

- To provide essential support to our practice staff members within the Careleavers Service.
- To provide administrative support and financial admin, to ensure that processes are maintained in a timely and accurate way, in line with policy, so that the best outcomes are achieved for young people.

Key Responsibilities:

- To support meetings, including the provision of note taking and recording of actions, as requested by the business.
- To communicate effectively at all levels within an organisation, both orally and in writing, where maintaining confidentiality is paramount.
- To provide attention to detail with an ability to work accurately e.g. literacy and numeracy.
- To work on own initiative with a pro-active approach to all tasks to ensure business objectives are met.
- To use knowledge of relevant legislation/policies and their implications for the Directorate (e.g. FOI, Data protection Act).
- To work flexibly as part of a diverse team environment, providing cover when needed to ensure continuity of service provision, and the ability to multi-task to cover other roles within the team.



Key Information

Is a Safeguarding Check needed? *(DBS and Experian background checks)* No

Will this position have Line Manager Responsibility? No

Person Specification

Essential Criteria

Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview;
P = Presentation; Q = Qualifications

CRITERIA	ESSENTIAL	Method of Assessment (M.O.A)
Qualifications	To possess, or be willing to work towards, a relevant customer service qualification, such as ICS Communication Levels.	AF/I/E
Experience	Experience of providing clerical support including use of a wide range of office equipment and work processes.	AF/I
Experience	Previous telephone/reception experience in dealing with members of the public and professionals.	AF/I
Experience	Experience of dealing with a number of conflicting and changing priorities effectively to achieve business objectives.	AF/I
Experience	Experience of using IT for a range of office functions, e.g.	AF/I



	Microsoft Word/Excel/PowerPoint	
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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.

