



Job Description

Post:	COMPASS Project Co-ordinator
Responsible to:	Children and Young People/Policy Officer
Grade:	£21,962
Hours:	35 hours
Length of contract	Fixed term 18 month funded project
Probationary period:	6 months

Project Overview

The COMPASS project will involve parents, clinicians and the local authority to improve the care pathway for children and young people (CYP) with autistic spectrum disorder and ADHD. Based on prior research with parents to identify areas for improvement this aims to lead to families being less isolated, more empowered and resilient.

The COMPASS Project Co-ordinator will be based flexibly across the London Borough of Bexley including at The Normandy SEND Hub and BVSC. The post holder will be required to travel across the borough to engage with and support parents.

The COMPASS Project Co-ordinator will be employed by BVSC and will be supervised on a day to day basis by Bexley Voice as the lead provider of this project.

Purpose of Job

The COMPASS Project Co-ordinator will provide early appropriate support to parents of children and young people with ADHD and/or ASD to enable families to make more informed decisions and engage with services and available support earlier.

- a) To coordinate and deliver the 18-month COMPASS project;
- b) To establish and deliver the support helpline (telephone and face to face);
- c) To organise/deliver a series of ADHD/ASD workshops for parent/carers

- d) To organise and facilitate a parental peer support programme;
- e) To provide 1-1 support to a number of parents and carers where there are additional support needs;
- f) To monitor and evaluate the impact of the project itself, and ensure a legacy beyond its lifetime.

Principal Tasks

1. The COMPASS project Co-ordinator will be responsible for:
 - Managing the COMPASS project from planning through delivery, to final evaluation, and meeting its required outcomes.
 - Establishing and delivering a telephone/on-line helpline for parents, carers and professionals to provide information, advice and guidance on ASD and ADHD support/services available locally and nationally including signposting where appropriate.
 - Developing a comprehensive knowledge hub/directory of wider support services for families where CYP have ASD/ADHD including emotional health and wellbeing, parental support, behaviour management, leisure and community and statutory services.
 - Ensuring the effective sharing of this information with parents/carers and professionals
 - Developing a wide network across the borough and maintaining effective relationships with professionals, support services, stakeholders and partners
 - Regular consultation with parents and carers to plan, review and evaluate the project.
 - Liaising with parents, carers and partners to raise awareness of the project and to ensure information is up to date and relevant.
 - Supporting the production of marketing materials, attending events and outreach where necessary to promote the service.
 - To provide 1-1 support to an identified number of parents and carers where there are additional support needs.
 - Facilitate, and co-produce with parents, a monthly parental peer support programme to decrease isolation, empower and increase parental confidence.
 - Organise a programme of workshops for parents to increase understanding and develop skills to better support their CYP.

- Develop and maintain an online client database ensuring compliance with Information Governance and Data Protection policies.
- Administration and record keeping for the project.
- Monitoring and evaluating the project, including quarterly reports for the funders and a final report at project end.
- Ensuring a legacy from the project which may include accumulated guidance, a final report, and parent champions.

Other

2. The COMPASS Project Co-ordinator will be accountable for her/his day to day work to the CYP Officer at BVSC and as a member of the BVSC staff team will participate in the planning of and share responsibility for ensuring the implementation of policies, priorities and working methods in line with the aims and objectives of BVSC.
3. The COMPASS project is a partnership service and Bexley Voice are the lead delivery partner and will lead on the day to day management of the project. The COMPASS project Co-ordinator will work closely with Bexley Voice to plan and deliver the project.
4. The COMPASS project officer will participate in regular supervision with Bexley Voice.
5. The role will require travel throughout the London Borough of Bexley, use of a car will be essential.
6. When based in the Normandy SEND Hub or BVSC office all members of the staff team are expected to assist with general office duties (answering the telephone, dealing with personal callers) in the absence of other members of staff or office volunteers.
7. Adhere to BVSC's and Bexley Voice policies and procedures always including Equality and Diversity, Health and Safety, Confidentiality, Lone Working and Safeguarding;
8. Demonstrate knowledge and commitment to the principles and practice of confidentiality and safeguarding children and young people;
9. To undertake any other duties which may reasonably be required by BVSC and Bexley Voice.

Applicant who wish to job share may also be considered.