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|  | **POST TITLE:** | Supported Internship Co-ordinator |
| 1. **2.** | **POST NUMBER:** |  |
| 1. **3.** | **GRADE:** | 11  Job Evaluation Ref No: N10216 |
|  | **LOCATION:** | The Supported Internship Co-ordinator will be based in The Work Place in Newton Aycliffe. However, you may be required to work at any Durham County Council location, according to the needs of the service. |

1. **RELEVANT TO THIS POST:**

**This post is part funded until July 2021 through the ESF/YEI DurhamWorks project.**

This post is part funded through ESF and the Youth Employment Initiative (YEI) as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England. The YEI/ESF funding will end in July 2021

**Flexible Working:** Subject to service needs the council’s flexible working policy is applicable to this post

**Disclosure & Barring Service:** This post is subject to Enhanced Disclosure

1. **ORGANISATIONAL RELATIONSHIPS:** The Supported Internship Co-ordinator is accountable to the Progression Manager.
2. **DESCRIPTION OF ROLE:**

The post will have responsibility for co-ordinating Supported Internship provision across County Durham with the aim of developing the number and range of Supported Internship opportunities available. The role will introduce innovative approaches to delivery wherever possible and support Learning Providers to further develop their offer of Supported Internship programmes, including training on job coaching. The post will have responsibility for establishing a Supported Internship Forum within County Durham, made up of Employers, Learning Providers and other Key Agencies.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

* Work pro-actively with post 16 Learning Providers across the county to promote and support the implementation of high quality Supported Internship Programmes.
* Carry out research into current activity and the Labour Market to make recommendations for the improvement of the Supported Internships offer, including work with SEND young people and their parents and carers.

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| * Develop, implement and monitor a Durham County Council Supported Internship Strategy which will include a detailed action plan with key milestones for the delivery of Supported Internships across the county. |
| * Monitor and evaluate supported internship provision, acting as a critical friend providing support and challenge as appropriate. |

* Ensure knowledge is up to date regarding funding, national priorities and eligibility for the growth of high quality Supported Internships.
* Establish a forum made up of providers and employers for Supported Internships to aid the further development of provision and share good practice.
* Proactively identify opportunities and undertake development work with local Employers.
* Maintain existing and develop new relationships with Employers, in order to build awareness of Supported Internships and prepare employers for taking on an intern which could include support with recruitment, training and progression opportunities.
* Undertake networking and create strong partnerships with agencies such as Social Care, Job Centre Plus, Voluntary and Community sector, Health and any other who may be deemed relevant.
* Ensure the delivery of job coach training to Learning Providers across County Durham.
* Contribute to the development of associated employment pathways information to help young people and their families make appropriate choices as they develop into adults.
* Liaise with the SEND Casework team to ensure identification of young people who may be appropriate for Supported Internships.
* Support young people and their families to prepare young people to start, sustain and progress on the Supported Internship programme. Liaise with coaching, lecturing and learner support staff to ensure effective support is in place for all Interns.
* Collaborate closely with the SENDIASS and IIC services to ensure there is a clear focus on the use of co-production strategies with SEND young people and their parents and carers.
* Liaise with marketing colleagues to provide a co-ordinated and effective approach to promoting Supported Internships through appropriate methods within given resources.
* Ensure corporate communication guidelines are adhered to in order to prepare and distribute a wide range of promotional materials including information on websites such as the Local Offer.
* Undertake data analysis, report on performance and monitor outcomes SEND young people in relation to Supported Internships and Employment Pathways.
* Use and update the Local Authority Client Caseload Information System (CCIS), in order to contribute to accurate Management Information.
* Ensure effective safeguarding and child protection arrangements, in line with Durham County Council policy and guidelines where appropriate.
* Work in line with Durham County Council policies and procedures.
* Meet own professional development needs by attending appropriate training courses and undertaking self-directed study, as identified through support and supervision, annual appraisal etc.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all employees to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

       These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work unless it is permitted for the purposes of their role, they have explicit consent from the person concerned or exceptions governed by legislation.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

**Person Specification**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | * Degree or equivalent qualification in a relevant discipline and / or able to demonstrate relevant experience. | * Teaching, mentoring or coaching qualification * A professional qualification in Advice and Guidance | Application form  Selection Process  Pre-employment checks |
| **Experience** | * Experience of the post 16 education sector. * Experience of project management in particular to develop partnership approaches. * Proven track record of working effectively with employers and partner agencies. * Experience of effectively targeting resources to maximise outcomes. * Extensive experience of working with SEND young people and their parents/carers and other professionals. * Experience of monitoring performance. * Experience of managing quality assurance processes * Experience of communicating with employers at all levels | * Experience of delivering new initiatives * Experience of Supported Employment Programmes | Application form  Selection Process  Pre-employment checks |
| **Skills/Knowledge** | * Knowledge and understanding of local and national policies relating to SEND young people, including the SEND Code of Practice. * Understanding of the rights and responsibilities of SEND young people in relation to participating in education, employment or training. * Excellent interpersonal and communication skills * High level influencing, negotiation and advocacy skills – able to influence and persuade employers, companies and organisations to offer and deliver SIs * High level of planning and organisational skills with an ability to work to deadlines * Ability to create a positive work culture in which diverse, individual contributions and perspectives are valued * Understanding of issues /barriers relating to SEND young people who are progressing on to employment. * Understanding of SEND post-16 learning and career options, including progression pathways. * Knowledge of agencies and services that are available to support SEND young people who are looking to progress. * A person-centred, empathetic and non-judgemental approach to working with young people and their families. * Excellent presentation, verbal and written skills. * Ability to plan work and manage time effectively. * A strong team player with an ability to relate effectively to colleagues and senior individuals from other organisations. * Ability to use ICT effectively, including Outlook and Microsoft Office. | * Well-developed research and evaluative skills * Excellent report writing skills * Knowledge related to specialist training and support techniques for supporting people with SEND in a work setting | Application form  Selection Process  Pre-employment checks |
| **Personal Qualities** | * Drive, enthusiasm and personal resilience. * Hold high aspirations for young people. * Performance-oriented e.g. motivated to achieve performance targets and deliver a quality service. * Creativity e.g. ability to develop opportunities and promotional materials * Conscientious, responsible and professional approach to work. * Adaptability, flexibility and capacity to work effectively under pressure and to tight deadlines. * Commitment to Equal Opportunities. |  | Application form  Selection Process  Pre-employment checks |
| **Other qualities** | * Access to car or means of mobility support (if driving, must hold a full current UK driving licence and appropriate insurance). * Willingness to occasionally work unsocial hours as required, including evenings and weekends. |  | Application form  Selection Process  Pre-employment checks |