

## Co-Production Ambassador and SEND advocate

<b>Salary:</b>	<b>£19,946.49 p.a</b>
<b>Working Hours:</b>	<b>37 Hours</b>
<b>Contract:</b>	<b>12Months Fixed Term</b>
<b>Closing date:</b>	<b>28<sup>th</sup> September 2021</b>
<b>Please Quote:</b>	<b>AT529</b>

### **helping you to live your best life**

Active Tameside is a registered charity. We're here to inspire the people of Tameside into living healthier, happier and more active lives.

We are recruiting for a Co-Production Ambassador and SEND advocate for our Everybody Can Service. This post will be a jointly appointed role between Active Tameside and Tameside Council. There will be aligned management arrangements into services areas; supporting youth work, SEND and the commissioning of services for children and young people with SEND.

The role holder will be responsible for the support of children and young people within the Tameside borough, by embodying an ambassador role promoting inclusion and co-production for all vulnerable groups. We will expect this person to deliver with a person-centered approach, looking at the holistic development of individuals whilst providing an inspiring experience that engages all.

The post holder will initiate relationships with children, young people and their families. For that reason, the Co-Production Ambassador and SEND Advocate will be accountable for implementing (with support) a culture of co-production with SEND individuals and key stakeholders/partners, in accordance with Active Tameside policies. For example, working with care plans set out to each individual to provide the best quality of care and support.

Being a member of the Everybody Can team is a hugely rewarding position for people who enjoy a varied, challenging and exciting working environment.

For an informal discussion about the role please contact Dan Higgins on [dan.higgins@activetameside.com](mailto:dan.higgins@activetameside.com)

In return we can offer you the opportunity to play a major role in the provision of an excellent service. Ongoing training and development will be provided.

Active Tameside is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and it is expected that all applicants will share this commitment. DBS checks will be carried out on successful candidates subject to post requirement.

**To apply for this position please fill out the form online or alternatively with an application form and return it to [HR@activetameside.com](mailto:HR@activetameside.com) or Human Resources, Active Tameside, Active Ken Ward, Hattersley Road East, Hattersley, Hyde, SK14 3NL.**

**Application forms can be found on [www.activetameside.com](http://www.activetameside.com) or email [HR@activetameside.com](mailto:HR@activetameside.com). For help or advice in completing the application form please contact Human Resources on 0161 366 4814.**

## Role Profile

<b>Role Title:</b>	Co-Production Ambassador and SEND Advocate
<b>Grade:</b>	E
<b>Date:</b>	September 2021
<b>Responsible to:</b>	Everybody Can Manager in partnership with TMBC.

### **Role Purpose:**

The role holder will be responsible for the support of children and young people within the Tameside borough, by embodying an ambassador role promoting inclusion and co-production for all vulnerable groups.

### **Role Accountabilities:**

All our roles play a key part in delivering our strategic themes to achieve our goals:

1. To support Active Tameside, Tameside MBC, Tameside and Glossop CCG and other partners in delivering co-production activity with children in Tameside with a particular focus on children with SEND.
2. Contribute towards achieving a positive culture in delivering our dynamic and life enhancing strategy and outcomes. Build positive and effective relationships with customers, colleagues, partners and stakeholders.
3. To assist the Head of Inclusion and Diversity to develop and implement service plans in order to meet service delivery performance targets.
4. To passionately advocate for co-production and involve children and young people in developing the services they use as set out in Tameside's LISTENing framework.
5. To support and link into already embedded participation systems such as Children in Care Council, Parents Forum for Children with SEND, Youth Council etc.
6. To develop self-sustaining services within Tameside, as a result of the engagement and coproduction with young people.
7. To develop and deliver presentations / training / seminars to children and young people, parents/carers and Tameside Council and Tameside CCG staff on participation, co-production and SEND.

8. To maintain a resource base of consultation and participation materials and ensure that relevant staff are aware of its contents and can access resources.
9. Be a flexible and proactive team member who inspires improvements and developments in people, performance and processes. To inspire a “best in class” approach in representing our brand internally and externally.
10. To be actively involved in the development and review of the local offer and other online resources that support C&YP with SEND to feedback on services.
11. To understand and carry out any safety or emergency procedures in response to incidences that arise, and to ensure that these are reported to the Head of Inclusion and Diversity to inform future policy and practice to prevent reoccurrence.
12. To support the Service Development Manager in working with partners/stakeholders who utilise services to co-ordinate and ensure safe and effective management within designated facilities.
13. To lead by example and to be an active role model in delivering our policies and procedures.

## Role Requirements:

Our recruitment process will include you demonstrating these requirements from your application form, interview and/or assessment(s):

Knowledge	Experience
<p><b>Qualification to level 2 or above in the following areas;</b> <i>Social care, Teaching assistant, Youth worker</i></p> <p><b>Knowledge of quality assurance and mentoring frameworks.</b></p> <p><b>Knowledge of Equal Opportunities, SEND Code of Practise (2014) and the impact of these on C&amp;YP with SEND.</b></p> <p><b>Knowledge of health and safety requirements when delivering structured provision.</b></p> <p><b>Knowledge of what co-production is, and the benefits of working in this way.</b></p> <p><b>Good level of education to include mathematics literacy and ITC.</b></p> <p><b>Knowledge of equal opportunities issues and appreciation of equal opportunities within service provision.</b></p>	<p><b>Experience of delivering high quality structured provision to challenging and complex young people from various backgrounds.</b></p> <p><b>Experience (&amp; examples) of previous co-production work that you have been involved in.</b></p> <p><b>Experience of mentoring and providing both written and verbal feedback.</b></p> <p><b>Experience of collating and analysing data to ensure set targets for customer satisfaction are achieved.</b></p> <p><b>Experience of collating data from the workforce then to relay to partners to show progression.</b></p> <p><i>Experience of partnership and multi-agency working.</i></p> <p><i>Experience of delivering training to young people and other professions.</i></p>
Skills	Values
<p><b>Excellent organisational and planning skills.</b></p> <p><b>The ability to empower others to aid high quality provision.</b></p> <p><b>Strong communication skills and the ability to share information with young people and other professionals.</b></p> <p><b>The ability to analyse performance and produce concise reports.</b></p> <p><b>The ability to make effective talks, presentations and training.</b></p> <p><b>Adaptable communication skills to engage with different clientele groups, and professionals alike.</b></p> <p><b>The ability to problem solve within complex situations.</b></p> <p><b>Willingness to work flexibly when required.</b></p>	<ul style="list-style-type: none"> <li>★ <b>Active</b> - we encourage people to be healthy and active.</li> <li>★ <b>Champion</b> - we work and adapt so that we can be the best.</li> <li>★ <b>Together</b> - we are there for people that need our help.</li> <li>★ <b>Integrity</b> - we are genuine and honest with people.</li> <li>★ <b>Value</b> - we respect people's opinions and differences.</li> <li>★ <b>Enthusiasm</b> - we enjoy what we do and act positively.</li> </ul>

**Essential Criteria – in bold**

*Desirable Criteria – in italics*