

# Job Description and Person Specification

**JOB TITLE:** CYP Co-Ordinator – Coventry

**EMPLOYMENT STATUS:** Permanent

**RESPONSIBLE TO:** Children and Young People’s Operations Manager

**SALARY:** £30,133

**HOURS:** 37 hours weekly

**WHERE:** Main Location: Logan Centre, Logan Rd, Coventry CV2 1AG.  
Weekly visit: Birmingham head office (B32 3BZ)

	CRITERIA	EVIDENCE
<b>Knowledge and Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience of leading or managing a team of workers.</li> <li>• Experience of working alongside and engaging with a range of people with learning disabilities and/ or autism and those who care for them</li> <li>• Understanding of Ofsted/ CQC regulations</li> <li>• Good knowledge of safeguarding protocols</li> <li>• To already hold or be willing to undertake an enhanced DBS check/ sign up to the DBS update service</li> <li>• Experience of delivering personal care and using hoists</li> <li>• Good knowledge of GDPR and storing personal information on database systems</li> <li>• Maintaining timely records</li> <li>• Connecting with individuals, groups and multi- agency professionals</li> </ul>	Application Form and Interview.
<b>Skills</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Excellent Interpersonal skills and ability to work with a wide range of people and professionals</li> <li>• Ability to work within a team as well as remotely within the team</li> <li>• Proactive and focused</li> <li>• Ability to work within given timescales</li> <li>• IT literate, including use of social media platforms</li> <li>• Effective team player</li> <li>• Ability to work on own initiative</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of working within and Ofsted and CQC regulated environment/ setting.</li> </ul>	Application Form and Interview.

	<ul style="list-style-type: none"> <li>• Full driving license and access to a car and willingness to commute across the designated geographical area (desirable) plus willingness to obtain business insurance</li> <li>• Relevant qualifications such as Pediatric First Aid, Mental Health First Aid. Level 2/3 Childcare or Level 2/3 Health and Social Care.</li> </ul>	
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## Who We Look for?

Are you a **warm, personable**, and highly **motivated** individual who can empower and drive a team?

Do you have **passion** for what you do, are a strong **communicator, leader** and have good **problem-solving** skills?

The Co-Ordinator will work alongside and experienced and established team of Co-Ordinators across the West Midlands, including our services in Birmingham, Worcestershire, Coventry and North Warwickshire.

We place a high value upon **integrity, ethical standards**, and a commitment to **excellence**.

If you have experience leading and managing a team and experience working with children and young people with complex disabilities, that's a bonus. But don't be put off if not. We value transferable **skills** from other sectors and provide comprehensive training to all our staff.

## What does a CYP Co-Ordinator do?

Midland Mencap is looking to appoint a Co-Ordinator who will work alongside colleagues to turn Midland Mencap's Children & Young People's vision and mission into a reality. They will need to lead and facilitate structured sessions and activities based on identified need that meet desired outcomes of our unique children. Our team of Co-Ordinators manage staffing rotas to ensure all sessions meet required legal ratios and are confident in ensuring staff skills match all children and young people's needs. As a Co-Ordinator you will provide frontline support and leadership during sessions as and when required, these are weekend based as well as weekdays during school holidays. Coordinators are also responsible for being part of the on-call team to fulfil duties as outlined within the business needs.

As part of our Children and Young People's Services you as a Co-ordinator will embrace person centred approaches to recruit, lead, manage and support a team of Support Workers which include inductions, supervisions and supporting HR, personnel and training needs. You will also support the marketing & promoting of Midland Mencap services to children, young people, their family's and potential referral agencies in both the statutory & voluntary sectors. You will undertake, review and

ensure good quality risk assessments and person-centred plans are in place to support the needs of children and young people engaging with the service. You will have an understanding of the barriers facing a child or young person with a range of complex and diverse needs as well as a commitment to maintain and uphold the rights of such individuals. You will be expected to undertake the initial investigation of the complaints, disciplinary and grievance procedures of support staff.

The ideal candidate will be able to work well within an established and experienced team as well as using their own initiative when communicating with staff, families and professionals. They will have experiences in participating with all CQC, Ofsted and other regulatory inspections.

They will be able to build and maintain good working relationships with multiple agencies such as social workers. They will be organised in planning and managing their working schedules and working towards our referrals and assessment process. They will be able to identify and act upon any safeguarding or child protection issues in relation to multi-agency guidelines, ensuring compliance in relation to the guidelines as well as maintaining all reports and records in a confidential and timely manner, in line with Midland Mencap's policies and procedures, in line with GDPR and Safeguarding aspects.

They must be enthusiastic, have motivation and have the ability to drive staff recruitment and children's assessments. They have a willingness to try new things alongside being able to adapt to the needs of Midland Mencap and the children's services.

## Key Tasks:

- Process and manage new referrals, by conducting face to face assessments and complete children's files. Liaising with all professionals involved with the child to complete these.
- Lead team meetings and ensure that problems are resolved, and strategies created for the management of the service.
- Participate in planned regular meetings with Children and Young Persons Operational Manager and other colleagues.
- Adhere to and implement organisational policies and procedures.
- Plan, organise and facilitate weekly children's sessions, working on a rotation of weekends, as well as during school holidays.
- Supporting implementing and running HAF sessions during school holidays.
- Completing monitoring for Birmingham services and sharing this with line managers for reporting.
- Communicate effectively with all staff, managers and professionals in order to all work together for the child. This also includes keeping in regular communication with families as well as being able to share in a timely manner other information which needs sharing between the team.
- Attend training courses as required to develop knowledge and skills to improve the quality of service.

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- Carry out any other tasks that are deemed appropriate within your job role and the aims of the organisation.

This job description is an outline of the duties and responsibilities a CYP Coordinator will be expected to fulfil. It may be reviewed at any time according to the changing needs of the service.

Midland Mencap reserves the right to alter the content of this job description, after consultation, to reflect changes to the position without altering the general character or level of responsibility. The duties carried out in this job description must be carried out in a manner that promotes equality of opportunity, dignity and due respect of all employees and citizens and is consistent with Midland Mencap equal opportunities policy.