Northamptonshire
Children's Trust

Job Description

Job Title: Project Administrator Apprenticeship (Staying Close)

POSCODE:

Grade: G

Overall Purpose of Role

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

Northamptonshire Children's Trust (NCT) will be delivering their Staying Close model through the Leaving Care Service over the next 2 years. The service supports young people in care and leaving care to plan and prepare for independence and moving into adulthood Staying Close is Department of Education funded program which supports young people leaving residential care. NCT Staying Close model will provide a support package for young people, which will include supported accommodation and wrap around support;, in all life areas of a young person's life. transition worker, housing worker, education, employment, and training (EET) worker, emotional wellbeing support and participation workers in addition to their Personal Advisors. This role will support the work of the Staying Close Team by providing effective, timely and accurate administrative support.

Key responsibilities include developing, implementing, maintaining and improving administrative services in their team or service. In doing so, the apprentice is expected to work independently and take responsibility for the outcomes of their work, with support of the employer and the training provider. Through working across functional areas, apprentices will be expected to build team relationships quickly and learn from others to develop specific skill sets. The need to communicate and represent their work clearly is essential and will be reflected in the final assessment.

Main Accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities

	Main Accountabilities
1	To support the Staying Close Team in effectively shaping and delivering the NCT Staying Close model by capturing and recording data relating to NCT Staying Close model using micro-soft packages available to NCT, including Teams, Excel and Word.
2	To support the Staying Close Manager with the administration and monitoring of the Staying Close cohort. Update data bases which identify progress and areas of need.

3	Assisting with the coordination of training and support provided to Personal Advisors from Commissioned Services.
4	Assisting with the coordination of sessional youth working sessions to enable Care Leavers to input into the project and codesign and shape its roll out.
5	Keeping up to date a multiagency list of services who support the NCT Staying Close model and assisting with signposting of services for care leavers to enable them to access them more easily.
6	To support the Project's processes and systems to ensure accurate information is recorded and kept confidential.
7	To undertake functions as a key point of contact, as required by the Project, for example, monitoring phone and email queries.
8	To support the Staying Close Manager with the monitoring of the project including data and performance information support.
9	Work closely and jointly with the other service members to undertake other tasks as appropriate to the role to meet the needs of the business.
10	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*
We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
Educated to GCSE standard or equivalent professional qualification or business experience	Math and English at minimum Grade C/Level 4 or equivalent Where the applicant does not possess the qualifications, the job will only be offered subject to passing a skills test.	E

Minimum levels of knowledge, skills and experience required for this post

Identify	Details	Essential/Desirable
Knowledge:		
Children's Services	Knowledge of the care system	E
Business Support	Experience of working within a Business Support/ Administrative role supporting operational delivery or have a willingness to learn these skills.	E
Skills:		
Numeracy	Good numeracy, data processing and attention to detail.	E
IT	Capture and record data relating to staying close using micro-soft packages available to NCT, including but not limited to Teams, Excel and Word. Have good knowledge of social media and be able to use social to support NCT Staying Close model.	E
Communication	Must be able to establish effective verbal and written communication	E
Data Protection and Awareness	Knowledge and awareness of data protection, confidentiality and data security.	E
Experience:		
Working Relationships	Experience of promoting effective professional relationships across different services.	E
Flexibility	Experience of working with a dynamic environment.	D
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	E
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role.	D
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	D

Disclosure Level

What DBS Level is required for this post?	
None	☐
Standard	☐
Enhanced Child Only	☐

Enhanced Child/Adult Bar	☒

Working Arrangements

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	
Fixed	☒
Flexible	☐
Field	☐
Home	☐