



Our benefits

We offer:

- a competitive salary
- a pension scheme, where we pay a significant contribution on top of your contribution. It provides life cover and ill-health protection.
- opportunities to develop your skills, knowledge, and potential in a large unitary council
- generous leave entitlement (27 days, rising to 32 days) and bank holidays, plus the option to buy up to an extra 10 days
- agile and flexible working arrangements to help you with a healthy work-life balance.

About the role

We are seeking to recruit a Child Employment and Entertainment Officer in the Education Inclusion & Partnership Team in North Northamptonshire Council. You would be joining a highly motivated, committed team which has been brought together from a wide range of experiences to ensure pupils have full access to and are safe in education, entertainment and employment and to support access to these opportunities.

The role of Child Employment and Entertainment Officer involves working closely venues, agents, production companies, and businesses, alongside other local authorities, to support children and young people to ensure they have access to opportunities in performance industries and part-time employment while fulfilling their educational outcomes.

We are committed to creating a diverse and inclusive workforce which reflects the community we serve. We aim to create a workplace that celebrates diversity as we know our greatest strengths are the people who make up our team.

We want talented, ambitious, and passionate people like you to come and take on this challenging and rewarding role. With excellent oral and written communication skills, you will be a clear thinker and outcome focussed. Collaborative multi-agency working is key to this role alongside being resilient and determined.

What will you be doing?

The Educational Inclusion and Partnerships Team fulfil the statutory duties of the local authority pertaining to children and young people of statutory school age including Elective Home Education (EHE), Children Missing Education (CME), Child Employment and Entertainment (CEE), securing 6th day provision following Permanent Exclusion and investigations for the offence of failing to secure regular school attendance. To support the delivery of these duties we require a Child Employment and Entertainment Officer to undertake DBS checks for Chaperones and to issue Child Employment and Entertainment Licenses.

1. Manage and maintain data pertaining to Child Employment and Entertainment.
2. Undertake inspection visit to employers and production venues to ensure compliance.
3. Issue licenses in respect of Child Employment, Entertainment and Chaperones.
4. Hold responsibility for the processing of DBS requests. (Chaperones)
5. Investigate reports of potential breaches of associated legislation and, where applicable, prepare written statements to support the Prosecutions Manager.
6. Support the development and review of associated policy and processes.



7. Promote Child Employment and Entertainment legislation and requirements to partners including schools, businesses, and the wider community.
8. Undertake additional tasks to support the Service Manager in accordance with the role and functions of the post and provide support to Business Support colleagues as required.

About you

Qualified to Level 3/A level or equivalent.

Experience of working with a range of IT systems including but not limited to Microsoft packages.

Experience of working with schools or local authorities.

Experience of working with a range of stakeholders.

Detailed knowledge of child employment and entertainment legislation including local bye laws.

Awareness of relevant legislation including data protection, safeguarding, health and safety and supervision.

Ability to utilise IT systems including manipulation of data.

Ability to produce written reports.

Ability to produce and deliver effective presentations.

Ability to challenge effectively.

Ability to manage own caseload and prioritise responsibilities.

Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.

Ability to travel to various locations across the authority area.

The role may require unsociable working patterns including evenings and weekends.