



Job Description for B&NES Children's Network Co-ordinator

Job Title:	B&NES Children's Network Co-ordinator
Responsible for:	BAPP Management Committee & Funders
Responsible to:	To support voluntary sector groups working with children and young people in B&NES through dissemination of information and provide a representative role for the sector at key meetings to ensure clear and effective communication
Main duties:	
Hours and Salary:	APT&C Scale Pt 17 – 21; £17,772 – 20,138 pro-rata, 18 hours week, flexible

Job Description

- To provide a forum for representatives to gather diverse views of voluntary and community sector groups working with children and young people to take forward to meetings and feedback information
- To enable the Voluntary & Community Sector working with children & young people to participate fully in planning and delivery by providing information which is understandable and accessible including the research and production of monthly e-news bulletins
- To facilitate meetings to enable strategic influence and to consult with / explain about new developments or changes in procedure
- Maintenance and provision of an up-to-date mailing list of VCS working with children & young people
- Provide telephone advice to representatives of VCS
- To support joint working opportunities between the voluntary and community sector and the statutory sector and keep each other informed of work progress and plans
- To support the VCS to contribute to the B&NES Children's and Young People's Plan and participate in the development of strategic level strategies
- To contribute in the delivery of participation strategies for children, young people, their parents and carers
- To recruit and support VCS members to represent the VCS at strategic level meetings and report back which can then be shared to members and on the website
- To attend the Workforce Reform Group and other meetings as appropriate, standing in for representatives where appropriate
- To facilitate a forum where VCS groups can contribute views on specific issues which will then be taken back to the relevant meeting
- To maintain the BAPP website including the CYPN Page, ensuring the information is up to date and relevant
- Quarterly Monitoring requirements to B&NES (the Funder) which includes list of active members, meetings attended as well as Trustee Work Reports 8- 10 times/year

Person Specification

1. Excellent communication and facilitation skills
2. Experience at working with a diverse range of people
3. Educated to a good standard in English
4. Experience of working within the children's services sector within the last 2 years
5. Knowledge and experience of working in the voluntary sector and understanding of the Compact
6. Good understanding of Children and Families agendas at both Central and Government level including strategic implications and delivery issues
7. Excellent IT skills including Word, Excel, Power point and Website input
8. Ability to work within all Confidentiality and IG/Data Protection policies and follow procedures at all times

Whilst this specific post does not require working with children and young people, as the post is based in an organisation that does and in a community building where staff do work with children and young people, **it is subject to an Enhanced DBS Disclosure.**