

**Job Description for B&NES VCS (Children & Young People’s) Network Officer**

**We are currently recruiting for the VCS (CYP) Network Officer position, supporting groups across B&NES and looking for an exceptional individual, passionate about improving outcomes for children and young people and BAPP’s child-centred, inclusive values and keen to support the wider community.**

**Job Title: VCS (Children & Young People’s) Network Officer inc /Community Engagement**

**Responsible to: BAPP Director & Trustees & Funders**

**Main duties: 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**

**Hours and Salary: NJC Scale Pt 19 - 23 £25,481 - £27,741 pro-rata 24 to 33 hours week, flexible**

**Job Description**

* To enable the VCS working with children & young people to have a voice at strategic level through support of representatives of the VCS
* To participate in planning and delivery by providing information which is understandable and accessible and relevant to their needs.
* To facilitate meetings to enable the LA/CCG to consult with / explain about new developments or changes in procedure
* To organise and run a minimum of 4 Network meetings a year, usually one per quarter. This includes organising any speakers, presentations or discussions related to topics or consultations.
* 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
* Maintenance and provision of an up-to-date mailing list (GDPR compliant) of VCS organisations working with children & young people in B&NES and production of regular e-bulletins & distribution (12 times/year)
* Promote and encourage membership, increasing by 10% each year
* To maintain the number of actively engaged member groups through innovative and responsive initiatives
* Build and develop connections with Higher Education, other agencies and businesses that will be of benefit to BAPP and the wider Network
* Provide telephone/email advice and support to representatives of VCS and ensure reporting is shared, usually through E-bulletins
* To complete quarterly monitoring reports and all work related to Outcome Targets for the Contract including an annual evaluation
* To promote and support joint working opportunities and collaboration between the voluntary and community sector and the statutory sector and keep each other informed of work progress and plans
* To contribute to B&NES Strategic Children’s Plans involving CYP Network members.
* To contribute in the delivery of participation strategies for children, young people, their parents and carers
* To facilitate a forum where VCS groups can contribute views on specific issues which will then be taken back to the relevant meeting
* To support BAPP with the organisation and delivery of events and promotion including use of social media and website
* To act as a VCS representative on strategic meetings including LSCB/BCSSP and Children’s Workforce Training

**Person Specification**

1. Excellent communication and facilitation skills
2. Educated to degree level
3. Experience of working within the children’s services sector within the last 2 years
4. Knowledge and experience of working in the voluntary sector and understanding of the local area
5. Experience and confidence in creating electronic documents including promotional material and use of social media
6. Good understanding of the changing agenda related to children’s services including strategic implications and delivery issues
7. Excellent IT skills including Word, Excel, PowerPoint and Design packages e.g. Canva
8. You will need to be a driver and have access to a car ideally

The role is based at the BAPP office in the Odd Down Community Centre where the post holder will be a keyholder. The hours can be worked flexibly Monday to Friday, ideally including a Monday. Limited home working is possible.

Any travel to meetings, for the purposes of the role, mileage can be claimed.

BAPP offer NEST Pension scheme, Cycle to Work scheme, Early Years childcare (term time) as well as access to Training and CPD relevant to the post and how it will develop.