

# **Job Role: PINS Locality Project Support Officer – Cornwall Two Positions**

<b>Remuneration:</b>	£13.00 per hour
<b>Tenure:</b>	Fixed Term, 6 months 1 <sup>st</sup> October- 2024 – 31 <sup>st</sup> March 2025.
<b>Hours:</b>	16 hours per week
<b>Location:</b>	Cornwall

**Responsible and professionally accountable to Parent Carers Cornwall**

## **1. Background:**

The Partnership for Inclusion of Neurodiversity in Schools, (PINS), Project is a new partnership between the Department for Education, NHS England, and Parent Organisations to increase the skills and knowledge of primary schools and in doing so, improve their offer for neurodiverse children and build better relationships between schools and their families. The Project is led locally by NHS Cornwall ICB, working in coproduction with Parent Carers Cornwall. The project is working with 40 primary schools across the county of Cornwall during 2024/25 who will all complete a self-assessment, based on which support will be offered to meet needs and address gaps.

## **2. Job Role Summary and Key Working Relationships:**

The PINS locality Project Support Officer will support the work of the project in Cornwall, working directly with the 40 schools, their staff and families within the project and liaising with Parent Carers Cornwall. Developing and maintaining positive working relationships with a range of internal and external stakeholders from different teams, agencies and providers for the purposes of strengthening links between schools and parents. The role will co-ordinate locality group work reporting on progress and challenges.

### 3.Responsibilities:

#### The PINS Locality Project Support Officer will:

- a) Support locality work on the Cornwall wide PINS Project.
- b) Co-ordinate locality work including regular meetings between, Parent Cornwall Carers, local authority and health colleagues. These meetings should support the forward movement of the project, seek solutions to issues arising locally.
- c) Be a critical driver in considering self-assessment returns from schools in the project. Identifying themes, and opportunities and drawing comparison from parent/ carer surveys, for responding to identified needs.
- d) Instigate challenge to schools, alongside project partners, where there is contrast between school self-assessment and parent/ carer views.
- e) Liaison with other PINS Locality Support Officers in the ICB footprint.
- f) Provide monthly reporting which can be presented to Parent Carers Cornwall and the PINS Project Group, on progress, impact, risk and mitigation.
- g) Collate and share information from schools, families and partners for the PINS Project which may be confidential and sensitive in nature, maintaining appropriate data management and information governance procedures.
- h) Establish and maintain communications on PINS to wider stakeholders including families of schools within the Parent Carer organisation area.
- i) To liaise with other PINS Locality Project Support Officers, supporting the project and operational officers in NHS Cornwall by attending PINS meetings run by national and regional teams including communities of practice, aimed at all partners, to ensure consistency of information and ensure dissemination locally.
- j) To attend the Cornwall wide PINS project group with system partners to share locality updates as required.
- k) Co-ordination of parent/ carer end of programme questionnaire dissemination and collation for the families of schools involved in the PINS Project.
- l) To support engagement with the families of schools involved
- m) Support delivery to schools of relevant areas from the menu of support, with a focus on **Domain 1 - Leadership, Culture and Values part 2**: co-production and parental engagement, which will include supporting schools to better involve their families in policy and practice development, hearing the voice of the family and the young person, celebrating the achievements of neuro diverse young people and improving communication between school and families at all levels.
- n) Work with schools to leave a project legacy which ensures a sustainable model of school/ family/ carer engagement and that ensures the voice of the child, and the family are seen at all levels of school activity.
- o) To act as a point of contact for schools in the Parent Organisation footprint, liaising with partners appropriately.

## **Special Conditions:**

- a) Although many national and regional meetings will take place virtually, engagement with schools and families will be face to face. The post holder will be expected to manage personal travel arrangements to attend these meetings where required.
- b) The post is subject to a Disclosure and Barring Service (DBS) check

## **Person Specification:**

### **Experience**

- Working in a supportive/ communications role with families.
- Collating and presenting information to a variety of audiences, including supporting families to share their views.
- Engaging with education settings and with stakeholders.
- Gathering data and feedback from families that can demonstrate positive outcomes for children, families and the wider community.

### **Knowledge, Skills and Understanding**

- Knowledge of the Local Offer and graduated response for neurodiversity in schools.
- A robust knowledge of neurodiversity.
- Understanding of national and local plans to improve the offer for children with neuro diversity and their families.
- Excellent communication and networking skills
- Good organisational skills and an ability to prioritise tasks
- The ability to work autonomously when engaging with schools and families, planning commitments to meet agreed priorities.

### **Behavioural attributes**

- Readiness to work collaboratively with a range of professionals and families to develop practice
- Prepared to work flexibly and to adapt to the needs of the service as required
- Willingness to think differently and work across traditional agency and organisational boundaries
- Ability to continually strive for personal and professional development
- Persuasive communicator with a range of stakeholders

## **Education & Qualifications**

### **Essential**

- Appropriate experience in a relative post/ working environment such as education, family support, Voluntary/ Community Sector, local authority, health, neurodiversity support service, where excellent communication skills are required.
- Good computer skills and familiarity with a range of Microsoft packages to arrange meetings, produce reports and presentations, use spreadsheets and contribute to communication pieces, evidenced by recent experience or appropriate qualifications.

**Expression of interest and CV to be sent to [kaypcc@outlook.com](mailto:kaypcc@outlook.com)**

**Closing Date for applications - September 1<sup>st</sup> 2024**

**Interviews will be held on September 9<sup>th</sup> 2024**