


## GLPC Job Description

	<b>Job Title</b>	Post-16 Skills & Resource Manager
	<b>Directorate</b>	Children and Young People
	<b>Department</b>	Education, Partnerships & Strategy
	<b>Grade</b>	PO5
	<b>Reports to</b>	Head of Inclusion
	<b>Staffing Responsibility</b>	Caretaking staff, Volunteer staff (maximum 5 staff)

### Job Purpose:

- To develop and deliver the offer of the Post-16 Skills Resource Centre to meet the needs of young people with Special Educational Needs and Disabilities (SEND), working with young people and their parents/carers.
- To work with partners, including the voluntary and community sector, health providers etc to deliver a programme of skills development opportunities for the cohort of young people with SEND aged post-16 plus.
- To oversee the day-to-day management and long-term planning of the Post-16 Centre to enable successful delivery of activities.
- To ensure the centre's premises are maintained to a high standard and all necessary repairs and improvements to buildings are dealt with promptly and effectively.

### Principal Accountabilities and Responsibilities:

1. Make a positive contribution to the delivery of the service, which will include working flexibly and positively to achieve the objectives of the council.
2. Manage a customer focused service and the effective use of resources.
3. Ensure that the council's overall vision, values and ethos are central to the requirements of the service.
4. Support effective working relationships and act as an ambassador and advocate with external organisations.
5. Keep up to date with developments in service delivery and best practice to ensure the service performs effectively and to the highest standards.
6. Working with young people and parents develop a creative and meaningful post-16 skills development offer across the borough that supports pathways to independence from the Welsh Harp Environment and Horticulture Education Centre and identifying community locations for delivery of the wider offer (eg. schools/community centres/voluntary sector).
7. Maintain and develop strategic links with partners (eg, health providers, Public Health, Adults Social Care, voluntary sector) to identify and develop a programme of opportunities to support young people with SEND that meet partner agency outcomes through the Post-16 Skills Resource Centre.
8. Commission a range of activities and advice sessions for young people with SEND post-16, in relation to employment, education and training advice and guidance, volunteering, career pathway mapping, employability and enterprise training and support into work, healthy living, keeping safe and healthy relationships and travel training.

9. Through the Post-16 Skills Resource Centre offer, support an increase in the number of young people in EET and engaged in Supported Internships
10. To maximise the use of the Post-16 Skills Resource Centre facilities at the Welsh Harp Environment and Horticulture Education Centre, providing Brent pupils and residents with opportunities to gain knowledge and understanding of the environment and environmental issues and learn through experience of the environment.
11. Lead on all aspects of the Post-16 Centre's resource management to ensure that a high-quality educational environment is delivered for all centre users. This includes leading and managing effectively:
  - a) Premises and grounds management, including the development and oversight of a long-term maintenance plan.
  - b) Equipment and asset register including the centre's transport.
  - c) Environmental management of the Welsh Harp Horticultural and Environmental Education Centre, in collaboration with the Environment and Parks Department ensuring that statutory regulations including DEFRA standards are met.
  - d) Staff management of the Centre's personnel in line with the council's recruitment and HR policies.
  - e) Provision for children and young people and all other service users in line with the council's health and safety, and safeguarding procedures and all legislative requirements including:
    - i. Fire safety
    - ii. Control of Substances Hazardous to Health
    - iii. Electrical safety
    - iv. Asbestos
    - v. First aid
    - vi. Water management
    - vii. Risk assessments
    - viii. Outdoor climbing equipment standards.
  - f) A volunteer programme for the grounds and facilities maintenance, including accessing volunteers through businesses' corporate social responsibility programmes.
12. To act as the 'designated safeguarding lead' in relation to any Ofsted registered holiday clubs and third sector providers to families and young people, ensuring regulatory compliance and best practice in relation to the settings' operations
13. Safeguarding is everyone's responsibility, and all employees are required to act in such a way that always safeguards the health and well-being of children and vulnerable adults.
14. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to aid where available) policies and procedures.
15. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
16. Undertake any other duties commensurate with the general level of responsibility of this post.

<b>DBS Status</b>	Enhanced Children
<b>Politically Restricted</b>	No

## Person Specification

<p><i>All criteria are essential</i></p>	<p><b>To be identified by:</b> Application Form(A) Test/assessment (T) Interview (I)</p>
<p><b>Qualifications and Professional Membership requirements:</b> 1) A current first aid qualification (or willingness to undertake first aid training)</p>	<p>A</p>
<p><b>Knowledge (all essential criteria):</b> 2) Evidence of significant relevant continuing professional development (CPD) 3) An understanding of the needs of young people with SEND, in particular those who are aged post-16 and pathways to independence. 4) Knowledge and understanding of the benefits of environmental learning for children and young people. 5) Extensive knowledge of the health and safety legislation and requirements, off-site guidance and risk assessments for education provision, and school visits 6) Knowledge of facilities management and grounds maintenance 7) Knowledge of compliance with Ofsted and other regulatory requirements for children's activity clubs.</p>	<p>A, I A, I A, I A, I A, I A, I</p>
<p><b>Experience (all essential criteria):</b> 8) Experience at management level in a similar organisation 9) A track record of working independently with minimal supervision. 10) Experience of commissioning services</p>	<p>A, I, T A, I, T A, I, T</p>
<p><b>Skills and abilities (all essential criteria):</b> 12) Leadership and management skills with the ability to effectively manage people, resources, and performance to achieve strategic goals and outcomes. 13) Demonstrable collaboration, stakeholder management, negotiation, communication and influencing skills to build productive working relationships with partners, community organisations and service users. 14) Effective project management skills to deliver service user focused provision and continuous improvement across both sites within agreed timescales and budget. 15) Able to identify opportunities for income generation, service development and business growth. 16) The ability to lead the development of high-quality teaching, learning and training programmes</p>	<p>A, I, T A, I, T A, I, T A, I, T A, I, T</p>
<p><b>List desirable criteria:</b> 17) Facilities management qualifications</p>	<p>A, I,</p>