



## Inclusion Project Support Officer

<b>Reports to:</b>	Education, Strategy, Partnerships Programme Lead		
<b>Department:</b>	Children, Young People and Community Development - Education, Partnerships and Strategy	<b>Grade:</b>	SO2
<b>DBS Status:</b>	Enhanced	<b>Politically restricted:</b>	No

### Job Purpose:

- To provide project and administrative support for the delivery of the Brent Inclusion Strategy 2026-2029 and SEND Reform plans.
- To work in partnership with the EPS Programme Lead and Inclusion Project Officer to effectively deliver projects across the service including the coordination, planning, implementation, tracking and communication of the outcomes of projects.
- Liaising with young people and families, Brent Parent Carer Forum, Health Partners, Schools and other stakeholders to deliver desired project outcomes.
- To provide administrative support to wider Inclusion projects.

### Values

Collaborate proactively.  
Lead inclusively.  
Embrace change.  
Be bold and curious.  
Celebrate and share our success.

### Job specific roles and responsibilities

1. Support the coordination and operation of the three Inclusion Strategy workstreams, ensuring actions, outputs and deadlines are tracked and progressed. This will include supporting the workstream leads to deliver desired outcomes.
2. Support in the coordination and delivery of the SEND Reform plans.
3. Liaise effectively with internal and external partners, including schools, services, Brent Parent Carer Forum, voluntary sector organisations, and other agencies involved in inclusion-related work.
4. Provide high-quality administrative support for Inclusion Service projects, including scheduling meetings, preparing agendas, taking minutes and maintaining accurate project records.
5. Assist in preparing project documentation, updates, and reports that support decision-making and governance processes.
6. Draft clear and accurate communications, briefings, and updates for a range of audiences, ensuring complex information is presented accessibly.
7. Report progress and escalate risks to management as needed.
8. Successfully manage relationships with all stakeholders.
9. Maintain confidentiality and ensure compliance with data protection principles when handling sensitive information about children, young people and families.

10. Gather, analyse and summarise evidence, data and feedback to support reporting on outcomes and impact.
11. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
12. Undertake any other duties commensurate with the general level of responsibility of this post.

## **Essential Requirements (key skills & qualifications)**

### **Knowledge and Qualifications**

1. Knowledge and experience of managing projects involving several stakeholders.

### **Experience**

1. Experience of project management and administration in a busy environment.
2. Experience of following and adapting administrative processes.
3. Experience of producing reports or information to tight deadlines.
4. Evidence of success in building and forming working relationships and working flexibly across professional and operational boundaries.
5. Evidence of data analysis.

### **Skills and Abilities**

1. Excellent organisation, time management, planning and prioritisation skills.
2. Ability to manage projects and monitor project implementation.
3. Excellent relationship building skills with a record of accomplishment of having built internal and external networks and development of excellent partnership working.
4. A solution-focused approach to problem solving.
5. Ability to absorb and understand a wide range of information about the functions and responsibilities of the service.
6. Advanced knowledge of standard Microsoft Office packages e.g. Word, PowerPoint and Excel.
7. Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues and stakeholders and a high level of active listening skills.
8. High attention to detail.
9. Confident in handling data (both written and numerical) and be able to produce basic tables, charts and graphs.
10. Outstanding internal and external customer service skills and the ability to link potential tasks back to the impact these might make on the Council.
11. Strong multi-tasking skills and an exceptional team player.
12. Ability to see the "bigger picture" and to understand the administrative tasks required to achieve this.
13. High standard of proven administrative skills and the ability to develop new systems and processes.
14. Well-developed interpersonal and written communication skills, including the ability to communicate with a wide range of senior staff and Members, and to produce clear and concise briefing papers and meeting agendas and minutes.

*Within reason these key deliverables may evolve to meet service need, and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs*