

**Person Specification**  
**Community Wellbeing Project Officer**  
**(SEND)**

**Part A**

The following criteria will be assessed at application stage:

**Essential**

- Sound understanding of and commitment to asset-based or strength-based approaches and co-production methodology, and proven ability to apply these principles in practice and assess their impact.
- Understanding of relationship power and experience of facilitating citizen-led relationships between children, young people with special educational needs and/or disabilities, their families and service provider organisations.
- Proven experience of working directly with children, young people with special educational needs and/or disabilities (SEND) age 0-25 and their families, within the relevant policy areas and regulatory framework.
- Experience of and a personal commitment to working in equal partnership with children, young people and their families, with a focus on transforming educational, social care and health provision models.
- Excellent problem-solving skills and demonstrable track record of applying these to help achieve improved outcomes for individuals and effect change at a system level specifically in the delivery of SEND requirements.
- Excellent written and verbal communication skills including the use of social media that reaches a wide range of children and young people enabling them to understand complex information.
- Ability to represent the voices of children and young people and their parents/carers in a range of forums for examples, SEND board, local area leaders, providing assurance and progress reports.
- Excellent relationship management skills that bring people together across a wide range of stakeholder representative groups and voluntary and community sector organisations.
- Ability to work at the forefront of cooperative working developing strong and effective partnerships with both the Clinical Commission Group and the Council participation teams in relation to children and young people.

**Desirable**

- Experience of working in innovative settings and services
- Experience of implementing a range of structured engagement methodologies.
- Experience of using participative learning processes to identify, share and celebrate best practice e.g. Appreciative Inquiry, solutions-focused practice
- Experience and knowledge of securing community grants and funding and accounting for budgets
- Experience of promoting, using, informing the development of the local offer or similar communication methods.

## **Part B**

The following criteria will be further explored at interview:

- Proven experience of working directly with children, young people with special educational needs and/ or disabilities (SEND) age 0-25 and their families, within the relevant policy areas and regulatory framework.
- Experience of and a personal commitment to working in equal partnership with children, young people and their families, with a focus on transforming educational, social care and health provision models.
- Understanding of how to personally work as agent of change with a range of stakeholders, identifying opportunities to work differently, share learning, change practice and develop culture.
- Confidence in working in new and untried ways with individuals across services.
- Ability to work in new or untried ways with individuals and across services.
- Excellent interpersonal and verbal communication skills which inspire confidence.

### **Additional Requirements**

- Flexible working with occasional evening or weekend working required.
- Enhanced DBS check required.