



JOB DESCRIPTION

Local Offer Development Officer

- General:** The Rose Road Association is a Registered charity whose aims are to enhance the lives of disabled children, adults, and their families by providing a wide range of essential, information and support services across Southampton and the surrounding counties. The post holder will be expected to operate in line with our workplace values which are: Working Together, Person Centred, Trust and Respect, Pride and Passion, Quality and Standards, Fun and Celebration.
- Responsible to:** Family Services Manager
- Hours:** 14 hours per week term time only (39 weeks).
Based at The Bradbury Centre, Southampton (SO16 5NA) or home based. One-year fixed term contract.
- Salary:** £21,500 pa pro rata
- Conditions & Benefits** The Rose Road Association is an equal opportunities employer. All staff undergo regular Supervision and an annual appraisal.
Normal Association conditions of service apply:
- 25 days annual leave per annum, rising to 28 days after five years continuous service (pro-rata).
 - Contributory pension scheme
 - Paid sickness (following 3 months service)
 - Training and Development
 - Employee Assistance Programme
- Closing Date:** 16th May 2021
- Interview Date** TBC
- DBS Check:** This post is subject to an Enhanced Disclosure by the Disclosure & Barring Service. It is a criminal offence for people who are barred from working in regulated activity to apply for roles that require them to work unsupervised with that particular group.

Purpose: Southampton City Council and Southampton City Clinical Commissioning Group have identified that the current Southampton SEND Local Offer is outdated and requires improvement to make it accessible and meaningful to parents and carers. We want the website to act as a single point of contact for families in the city, whether that be for parents who are worried about their child's development and what to do next, all the way through to supporting young people with SEND and their parent carers, to understand and navigate the process of transitioning to adulthood. This will mean looking at the ways information is presented, the different media used e.g. use of video as well as written information. The post holder will be working with the parent carer forum and wider stakeholders to understand what additional opportunities there are for getting information out to parents, carers and young people.

Main tasks:

- Lead on the refresh of the local offer information – linking with providers and services to update information to ensure that it is current, accurate and accessible.
- Lead on the co-production of content and design with parents and carers of children and young people with Special Educational Needs and Disabilities.
- Be the link person with the wider Southampton City Council Communications Team to develop the website and user experience, ensuring maximum accessibility.
- To carry out any other duties that are within the scope, spirit and purpose of the position as required.



PERSON SPECIFICATION – What we need from you

Local Offer Development Officer

This section outlines the things we need from a Local Offer Development Officer. You will see that we don't always need specific qualifications or experience, but you will need to be able to demonstrate certain personal qualities.

The essential criteria are things that you must have to do the job. Desirable criteria are the things that it would be useful to have or things that you could be trained to do.

Education and training	
Essential Criteria	Desirable Criteria
English GCSE level C or equivalent	Experience creating and editing websites
	Marketing

Achievements, experience, skills & abilities	
Essential Criteria	Desirable Criteria
Ability to prioritise and organise own work	To demonstrate an ability to work under pressure
To demonstrate an ability to communicate effectively and accurately in a professional manner	Be creative, particularly in relation to making information accessible to a range of groups
To demonstrate an ability to process and record information accurately	Local knowledge of a range of services in the community that support families with disabled children
Have a demonstrable background in working collaboratively with and across services	
Experience of working with a broad range of people – including families, parents, children, young people and professionals	
Have excellent IT skills	
Ability to work as part of a team but also independently and with autonomy	
Excellent oral and written communication skills	

Values and Behaviours

The 'I' statements describe the values and essential behaviours that we believe in at Rose Road and they apply to all staff, volunteers, trustees and the people who use our services

Our Values

- Working Together
- Trust and Respect
- Person Centred
- Pride and Passion
- Quality and Standards
- Fun and Celebration

Our behaviours

I will actively Listen, to whatever is communicated to me: by gesture, facial expression, body tension or posture, sign language, objects of reference, in writing or voice. I will try to the best of my ability to understand and respond in a timely and respectful way.

I will respect others, I respect and treat others, as I would wish to be respected and treated myself. I will be honest, open and trustworthy

I will involve others, I involve individuals in coming to decisions that affect them, I offer choice and opportunities and encourage independence.

I will take pride in my everyday work, I participate and contribute to the best of my ability and share my experience willingly and freely

I will work to the best of my ability, I listen to feedback and strive to achieve high standards in my practice

I will find things to celebrate, I recognise that all achievements, no matter how small they might be are cause for celebration.

