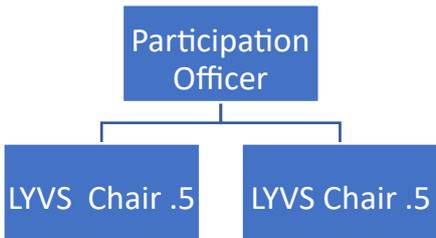


JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services	Job Ref Number: 04172
Service Area: SEND	Grade: G2
Job Title: Lincolnshire Young Voices (LYVs) Chair	
<p>PURPOSE OF JOB:</p> <p>A fixed-term, developmental role within Children's Services to lead the Lincolnshire Young Voices group of volunteers (with support), ensuring progression of the Service Plan to improve services for Children and Young People with SEND in Lincolnshire.</p>	
<p>TEAM STRUCTURE:</p>  <pre> graph TD PO[Participation Officer] --> LYVS1[LYVS Chair .5] PO --> LYVS2[LYVS Chair .5] </pre>	
<p>MAIN DUTIES:</p> <p>These are largely administrative which requires good communication, IT and strong interpersonal skills. The Service Plan or work plan requires some project management, with guidance, although the role does require a good degree of independence and ability to work on tasks with minimal support. Whilst all duties will be undertaken with guidance and support initially, it is expected that after a period of professional development, the successful candidate will be able to execute their tasks independently.</p>	
1.	With initial professional support, jointly lead the Lincolnshire Young Voices group to ensure the progress of the committee's Service Plan.
2.	Take support, advice and instruction from line-management.
3.	Work independently on tasks following initial professional support, being <u>confident</u> with written English (spelling, punctuation & grammar) and basic mathematics.
4.	Encourage and motivate the Lincolnshire Young Voices committee volunteers to support and realise the group's service plan outcomes.

5.	Facilitate the Lincolnshire Young Voice's group, communicating with members and provide regular updates on developments in SEND. Chair Lincolnshire Young Voices meetings,
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	providing volunteers with an opportunity to voice their opinions and take part in decisions (with the necessary information).
6.	Use opportunities to speak with young people with SEND and professionals who work within SEND to hear experiences and try to encourage new volunteers to the group.
7.	Build working relationships with key partners to promote the group and the Service Plan and be on significant decision-making boards to ensure the voice of young people with SEND are represented – both online and in person (may require some travel).
8.	Work with SEND managers to learn about provision, and its challenges, and explore how the Chair(s) and volunteers might support current services and new developments.
9.	Promote the group widely to ensure Lincolnshire is aware of the work of the group and its purpose and achievements.

PERSON SPECIFICATION

APPLICATION REQUIREMENTS	
In your personal statement you <u>must</u> tell us how <u>you</u> :	*Identified by:
are a good communicator	A
are organised and good at timekeeping	A
can travel independently and attend external meetings at other venues	A
can use computers & software (ICT) confidently and social media responsibly and safely	A
are confident with written English (spelling, punctuation & grammar) and basic Mathematics	A
are able to raise issues or difficulties you have with external agencies (like college or services)	A
look to find solutions to problems (and not rely on others to do this for you)	A
work with others and have worked as part of a team (this can be from school or college or volunteer roles)	A
INTERVIEW REQUIREMENTS	

If you are invited to interview you will need to demonstrate:	*Identified by:
good communication	G/P/T/I
a positive, can-do attitude	G/P/T/I
are confident with written English (spelling, punctuation & grammar) and basic Mathematics	P/T
your ideas about SEND services and the voice of children & young people with SEND	G/P/I
your ability to make change happen	G/P/I
you can work independently after some initial guidance and instruction (you may work from home some of the time)	I/T
leadership & how you will be a role model for other young people with SEND	I
your ability to be sensitive to the needs of others	I

*A = Application form G = Group task I = Interview P = Presentation T = Test/Assessment

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

All employees are expected to support Lincolnshire County Council being increasingly efficient and meeting the needs of all customers and staff alike and looking to reduce costs wherever practicable and providing good value for money at all times.

Employees are expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not professionally change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition, employees working with children and vulnerable adults have a

responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.