



MONMOUTHSHIRE COUNTY COUNCIL SOCIAL CARE AND HEALTH

IMPORTANT INFORMATION

ROLE: Children In Care Council Apprentice
POST NO: SCHMA
HOURS: 37 hours per week – some flexible evening and weekends

It is hoped that the attached role profile will help you to decide whether or not you wish to apply for this vacancy.

It is in a different format to that traditionally used and your views on what you like / dislike or find useful or not is important to us. Regardless of whether or not you decide to apply, if you would like to give feedback on this role profile, please email: jennybradfield@monmouthshire.gov.uk, marking the subject line as "Feedback on SCHMA Role Profile".

Finally, if you feel that this role is for you, you will need to tell us on your application form. In the section titled "Experience and Other Information", it is important that you use this space to tell us how your attitude, skills, experience and ability relate specifically to this role.

Thank you in advance for any feedback you wish to give and good luck with your application, should you decide to apply.

Best Wishes

Jenny Bradfield
Personnel Officer



MONMOUTHSHIRE COUNTY COUNCIL SOCIAL CARE AND HEALTH – CHILDREN’S SERVICES

ROLE PROFILE

ROLE:	Children in Care Council - Apprenticeship Role
POST NO:	SCHMA
HOURS:	37 hours per week – some flexible evening and weekends
SECTION :	Children’s Services
GRADE:	£2.73 per hour. This rate applies to apprentices aged 16 to 18 and those aged 19 or over who are in their first year.
LOCATION:	Within Monmouthshire locality
RESPONSIBLE TO:	Team Manager, Supporting Children and Young People’s Team

The Supporting Children and Young People’s Team...Who are we?

- We work with all children who are looked after, leaving care or care leavers with Monmouthshire.
- We are committed to enabling children and young people to achieve their potential and will always go the extra mile.
- We support each other and are a fun team to work in.

Our Purpose:

- Working alongside children and young people to enable them to live their own lives and enjoy what life can offer them.
- Support children and young people to keep themselves safe and to reach their full potential.

The Purpose of this Role:

- To encourage Monmouthshire’s looked after children and care leavers to get involved in the Children in Care Council (we can call it something else!)
- To enable children and young people in care and who have left care to communicate what matters to them
- To be help young people to influence and change the way Monmouthshire social services work for the better.

Managers Expectation of this Role:-

As the manager of the service, I am looking forward to working with someone who is full of energy, enthusiasm and ideas.

I need someone who knows what it’s like to have been in care and someone that other children and young people in care will trust and respect. I need someone who can use different methods to communicate and will be able to explain their ideas and plans to children, young people, social

workers, managers and Councillors. You will need to be confident in speaking to all different types of people.

Here's what I am looking for from this role:

- I need you to help to set up Children in Care/Leaving Care council in Monmouthshire and come up with a better title!!
- I need you to develop a council/consultation group that will influence Monmouthshire in the way they deliver social services to children and young people for the better.
- I need you to be able to organise meetings of the Children in Care Council. This will include organising the dates and letting everyone know, arranging for food and drink and organising transport. Meetings might be in the evenings and at weekends.
- I need you to get to know children and young people who could be members of the Children in Care Council and encourage them to join.
- I want you to support the members of the Children in Care Council to interact positively with each other and with any adults that they come into contact with.
- I want you to set up a web page for children and young people who are using our service in Monmouthshire to ensure they know their rights and entitlements.
- I want you to help the Children in Care Council to develop the skills that they need to plan and organise the running of the group.
- I need you to work in partnership with the staff and other adults who support the work of the Children in Care Council (this includes senior managers and elected Members).
- I need you to attend the Corporate Parenting Panel and represent the views of the Children in Care Council.
- I need you to support and enable the Children in Care Council to work positively with the Corporate Parenting Panel.
- I want you to support the Children in Care Council to identify the resources that they need and help them to make funding applications.
- I need you to maintain records and filing systems, input, update and retrieve information stored within the appropriate databases.
- I want you to attend team meetings and team development sessions as required.
- I need you to demonstrate a commitment to developing personal skills in accordance with the apprenticeship framework.
- I need you to complete assignments/ projects, which relate to the apprentice framework, and meet deadlines for your assignments/projects.
 - I need you to keep clear records in accordance with Monmouthshire County Council Social Care and Health Departmental standards;
 - But most of all, I want you to challenge the way we work with children and young people and help to improve our services for all of our children and young people.....I want passion, commitment and laughter!!!

Here's what we can provide you with:

- Regular supervision (one to one's)
- NVQ Qualifications Level 1
- Access to a range of training opportunities
- The opportunity to be at the forefront of developing a Children in Care Council in Monmouthshire
- The opportunity to work within a dynamic team
- The chance to help shape future provision for looked after children and care leavers
- Regular employee reviews to discuss progress, development and future objectives.

What else you need to know.....Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

Person Specification

How will I know if you are the right person for the role? As the successful candidate you will have demonstrated:-

1. You need to be over 18 and understand the importance of confidentiality and adhere to the policy in place.
2. A good standard of education. You will need to pass an initial assessment of basic numeracy and literacy, this will be part of the interview process.
3. Be committed to completing an NVQ in Business Administration Level 1 for up to 14 months of the duration of the apprentice.
4. Personal experience of the care system as a looked after child or as a care leaver
5. Enjoy being with other people and making things happen. You will need to be able to listen to other people's views and opinions and be respectful that everyone is different.
6. Ability to manage your time and to be organised
7. Ability to get on well with children, young people and adults
8. Ability to motivate and engage with children and young people
9. Enthusiasm and a "can do" approach to life
10. Experience of solving problems
11. Basic skills in the use of e-mail, Word, Excel and PowerPoint
12. Experience of using social media sites such as Facebook and Twitter
13. Willingness to work flexibly during evenings and weekends
14. Respect for the principles of confidentiality;
15. Understanding and demonstration of a willingness to promote Equal Opportunities
16. A current enhanced DBS (Disclosure & Barring Service) check.

If you have any questions or if anything requires further clarification, please contact me, Rachel Palser on 07921 870069 Or email me at RachelPalser@monmouthshire.gov.uk

For further information with regards to the being an apprentice please see the following website for more details : <https://www.gov.uk/apprenticeships-guide/pay-and-holidays>

Closing Date: 12 noon Friday 27th February 2015

Application forms can be obtained from www.monmouthshire.gov.uk