Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Short Breaks & Early Help Co-ordinator
Service	Children's Services
Team	CWD Short Breaks & Early Help Team
Location	Hybrid- Ambleside Centre/ WFH
Reports to	Lorraine Tobin, Team Manager
Worker Style	Hybrid
Responsible for	N/A
Grade	7
Contract Type	Permanent

Main Accountabilities	
1.	To co-ordinate and undertake Early Help/Short Breaks assessments for children and young people who have a disability to determine what interventions are necessary to improve outcomes and to assist them to reach their full potential.
2.	To work with families to identify, promote and encourage their resilience and protective factors.
3.	To co-ordinate, deliver and assist in the management of appropriate short break services and early help support for children and young people with a disability and their parents and carers
4.	To review support packages on a regular basis in order to assess impact and outcomes and evaluate whether the intervention remains appropriate or necessary
5.	To work with families to both understand and use services, including direct payments, to take appropriate and effective breaks from caring that also benefits the child/young person.

6.	To work with families to both understand and use services, including direct payments, to take appropriate and effective breaks from caring that also benefits the child/young person.
7.	To work with families to both understand and use services, including direct payments, to take appropriate and effective breaks from caring that also benefits the child/young person. -

Person Specification	Essential	Desirable
Education/Qualifications	Relevant qualification, or equivalent experience in the specialist area. Knowledge and understanding of child protection policies and procedures, and the principles of safeguarding children and young people with disabilities.	Knowledge and understanding of child protection policies and procedures, and the principles of safeguarding children and young people with disabilities. A good understanding of the area of children with disabilities along with the short breaks framework
Experience	Experience of working with children and or young people with disabilities within a statutory/non statutory framework. A good working knowledge of the legislative frameworks surrounding the area of specialism. A good understanding of child development issues affecting children's and young people's vulnerability and resilience.	OR: Experience of working within the specialist area.
Skills/Knowledge	Good IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel. Good written and verbal communication skills and the ability to vary style to meet the needs of the audience. Presentation skills, able to engage an audience.	<Nice-to-have skills.>

	Ability to extract and assess important information. Ability to make constructive enquiry. Able to interrogate & analyse information.	

Purpose Details	
Service Purpose	Provision of high quality and effective services to children with disabilities and their families. Delivery of high-quality support and challenge to schools, recognising the Council's enduring responsibility to promote the best outcomes possible for its children. Discharge of the statutory function of the Director of Children's Services, in conjunction with the Lead Member. Development and implementation of effective strategic commissioning for children and adults, working effectively with partners to secure good outcomes. Delivery of effective and efficient services offering good value for money. Discharge of the statutory function of the Director of Children's Services, in conjunction with the Lead Member.
Role Purpose	To co-ordinate and undertake Early Help/Short Breaks assessments for children and young people who have a disability to determine what interventions are necessary to improve outcomes and to assist them to reach their full potential. To co-ordinate, deliver and assist in the management of appropriate short break services and early help support for children and young people with a disability and their parents and carers. To review support packages on a regular basis to assess impact and outcomes and evaluate whether the intervention remains appropriate or necessary. To work with families to both understand and use services, including direct payments, to take appropriate and effective breaks from caring that also benefits the child/young person.

	To work with families to identify, promote and encourage their resilience and protective factors.
Corporate Parenting	You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.

Supervision and Relationships	
Supervision Received	Will be supervised monthly by Assistant Team Manager
Supervision Given	N/A
Contacts	**Lorraine Tobin, David Green, Sally Watchman**

Resources/Budget Management
N/A

Special Requirements
Enhanced DBS, Driving Licence and access to vehicle

Occupational Health Risk Assessment	**Details**

Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	Y
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Ambleside Children's Centre Offices/Hybrid WFH

Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N

Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	**N**

Disclosure and Barring Service (DBS)	**Details**
DBS Requirement	Enhanced DBS
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
Annual

Evaluation Declaration	
Date of Evaluation:	16/07/2026
Evaluated by:	Lorraine Tobin, Team Manager