

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Independence Skills Promotion and Development Officer (Part-Time 18 hours per week, Fixed Term for 3 years ending March 2028)	Grade: Scale SO1
Section: Children and Families	Directorate: Children’s social care
Responsible to following manager: Service Manager Leaving Care/Team Manager Future House	Responsible for following staff: None
Post Number/s:	Last review date:

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

- To ensure that Care Experienced young people in Wandsworth have access to a diverse range of online and in person resources to develop, practice and embed the Independence Skills they need to succeed in adulthood

- In partnership with young people and colleagues, to develop, create and maintain online and in-person resources for young people from diverse backgrounds and with diverse learning needs, to learn core life skills to manage tenancies and adult life
- To create a Youtube channel for the service with regular Independence Skills content development and continual expansion of those resources
- To create regular social media content that promotes Independence Skills and associated resources
- To organise and oversee a programme of in person workshops on Independence Themed topics across the year
- To lead in monitoring the attendance at workshops and any associated qualifications and/or incentive schemes
- To oversee the management of 2 Shared houses occupied by Care Experienced young people, ensuring that the day-to-day maintenance and management of the property is allowing tenants to practice independent living in a safe and comfortable environment with rents and costs managed appropriately
- To ensure that house meetings take place monthly for those 2 shared properties with all associated actions/decisions overseen to completion
- Promotes the engagement with community resources and community organisations to strengthen independence skills and increase young people's access and use of community and universal resources

Specific Duties and Responsibilities

- This post is fixed term for 3 years, ending 31/3/28
- This role comprises 18 hours per week which is split into 6 hours per week for the management of the 2 shared properties and 12 hours per week for the Independence Skills resources/programme focussed activity. The hours can be delivered flexibly, with an acknowledgement that there will be a requirement for some work to take place outside of usual office hours to meet the needs of tenants in the shared properties.
- Postholder will need strong digital Media and Online content creation skills, focussed on promoting and developing Independence Skills to a diverse community of care experienced young people
- Consultation and participation work with young people as part of the development of any online content and programmes.
- Overseeing the smooth running of the 2 shared houses including facilitating the monthly house meetings, ensuring that tenants maintain the property and rent accounts appropriately and that any maintenance issues are addressed by the tenants (with worker support) as part of their independence skill development.
- Coordinating the delivery of in-person workshops for young people focussed on Independence Skill development



- Monitors the attendance/access of young people to workshops and learning resources by young people and promotes attendance.
- Records all and any direct work with young people on Mosaic to an expected standard

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

Team structure

This role is one of 6 distinct Housing Related roles within Future House, the Housing team for Future First, the Leaving Care Service.

Person Specification

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Section:	Directorate:
Responsible to:	Responsible for:
Post Number/s:	Last Review Date:

Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Social Media content creation, digital media and basic online safety	x		A & I
Experience	Essential	Desirable	Assessed
Experience of supporting vulnerable young people and/or adults in accommodation related roles	x		A&I
Experience of creating and developing high quality digital and online content	x		A & I
Experience of organising workshops/events/training		x	A & I
Skills	Essential	Desirable	Assessed

Digital media and online content creation	x		A & I
Strong interpersonal and communication skills	x		A & I
Qualifications	Essential	Desirable	Assessed
GCSE Maths and English Grade 6/C or above	X		A

- A – Application form / CV**
- I – Interview**
- T – Test**
- C - Certificate**