

## National Leaving Care Benchmarking Forum (NLCBF) Practice and Policy Lead

### Job Description and Personal Specification

<b>Role:</b>	NLCBF Practice and Policy Lead
<b>Place of work:</b>	Home-based
<b>Hours of work:</b>	37 hours per week
<b>Salary/Grade</b>	Grade G
<b>Reports to:</b>	NLCBF Manager
<b>Level of screening:</b>	Enhanced DBS

### Who we are

Catch22 exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. We call these our '3Ps'.

We achieve this in two ways. First we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mindset of a business, we are uniquely placed to deliver on this challenging agenda.

The National Leaving Care Benchmarking Forum sits within the Young People and Families Directorate at Catch22. It is a membership network of over 100 local authorities. The Forum's aim is to enrich outcomes for our nation's care leavers. The Forum promotes the development of quality leaving care services with member authorities and partner organisations through a process of researching and sharing learning on a national scale.

The National Leaving Care Benchmarking Forum aims to enrich outcomes for care leavers by:

- a) Carrying out research to understand what works and what could be improved in leaving care services
- b) Facilitating events, with renowned key speakers at the forefront of the leaving care field, to share learning and improve practice
- c) Delivering training and consultancy, to improve practice and delivery
- d) Coordinating the Young People's Benchmarking Forum, to ensure care-experienced young people feed into our activities
- e) Working with policy-makers in various government departments to feed in best practice and feedback from local authorities and young people
- f) Working alongside numerous partner organisations to keep updated about key developments and share learning about care leavers

- g) Maintaining a members-only website to enable access to resources, discussion groups, queries, events, Young People's Benchmarking Forum updates

We follow our key values of:

- Delivering a quality service
- Providing meaningful and valuable support to local authorities
- Being inclusive of all members and partner organisations
- Sharing learning to impact outcomes

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### **Where you fit in**

The purpose of this role is to ensure that the National Leaving Care Benchmarking Forum remains up to date with the latest legislative, policy and guidance developments in leaving care, and stays at the forefront of best practice. The post holder will utilise this knowledge to share information, develop products and tools for members, and to deliver training, consultancy work and events to members, in order to achieve our aim of improving outcomes for care leavers.

The post holder will:

- Work with the NLCBF Manager to develop the policy and practice focus to support NLCBF members and the wider work of Catch22.
- Provide expertise to NLCBF members, relevant Catch22 services and wider Catch22 staff and partners on practice issues and solutions for supporting young people leaving care.
- Support the management of the day to day business of the NLCBF and work closely with the team manager to ensure this provides value for money for members and makes the best use of resources.
- Work closely with the Senior Project Co-ordinator to link up the work with the Young People's Benchmarking Forum to the NLCBF.

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### **Main Duties & Accountabilities**

To work with the NLCBF Steering Group and the NLCBF Manager to:

- Provide information and guidance to NLCBF members about developments in policy and practice relating to young people leaving care.
- Work with members in groups or individually to support them in benchmarking their services and develop policies and improve practice.
- Liaise with members to identify and share areas of good policy and practice development.
- Support and work with the Steering Group and NLCBF Manager to maintain effective relationships with government and other key stakeholders.
- Support the work of the Young People's Benchmarking Forum with the Senior Project Co-ordinator.

- Develop and deliver training and consultancy to practitioners on a range of issues for the NLCBF and for a wider market as part of the Catch22 training offer.
- Oversee the planning and organisation of NLCBF meetings and training events and facilitate events for members.
- Produce information about Leaving Care and the work of the NLCBF on Catch22's website and social media.
- Contribute to the monitoring and evaluation of the NLCBF.
- Work collaboratively with Catch22 staff including in the Young People's and Families Directorate, informing and being informed about best practice in engaging and supporting young people including care leavers.
- Work collaboratively with Catch22 staff to support the development of research, products and bids to benefit the Forum and support development of wider Catch22 relevant services.
- Work with the Team manager and other staff to actively identify and develop training opportunities and income generation.
- In the absence of the Manager, and with the support of the Assistant Director, to take on the lead role of duties expected of the Manager.

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#### **What does good look like for this role?**

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- Keen and enthusiastic to ensure that care leaver outcomes improve nationally.
- Strong working relationships with Leaving Care services nationally.
- Excellent working knowledge of leaving care policy and practice.
- Confident trainer and presenter.
- Confident to use Microsoft Office and to work virtually.
- Catch22 vision and values are embedded.
- Key performance indicators are being met (service delivery and financial).
- Service improvement / new business opportunities are identified with key stakeholders.
- To be familiar with, and follow all Catch22 policies and procedures and to access Catch22's intranet at least once a month to update yourself with any new or amended policies or procedures.
- To act as an ambassador for Catch22, upholding and promoting our corporate values.
- To attend relevant training courses and networking sessions as agreed with the line manager.
- To undertake any other duties which can be reasonably expected of you within the level of your job.
- This post will travel across the UK including overnight stays.

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#### **Organisational Relationships**

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- Liaises closely with key stakeholders such as service managers
- Reports to the NLCBF Manager
- Close cooperation with relevant Catch22 services about leaving care

<b>NLCBF Practice and Policy Lead: Person Specification</b>			
<b>COMPETENCY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Relevant professional qualification in social care or management or equivalent and excellent impersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to Degree Level.</li> </ul>	Application
<b>KNOWLEDGE/ EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience in managing projects and budgets</li> <li>• Experience of managing and/or delivering leaving care or participation services</li> <li>• Experience of informing practice development in organisations</li> <li>• Experience of working in or for a network concerned with improvement and sharing learning</li> <li>• Experience of managing projects for vulnerable young people within Social Care services</li> <li>• Experience of producing comprehensive briefings, support materials etc to promote key issues</li> <li>• Experience of building relationships with a wide range of stakeholders including schools, local authority services and partner agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supporting young people to effectively participate in strategic and service planning</li> <li>• Experience of designing and running training for staff groups to improve practice</li> <li>• Leaving Care service experience</li> </ul>	Application and interview
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge of legislation and governmental policy in relation to Care Leavers</li> <li>• Knowledge of the requirements upon local authorities in the delivery of high quality leaving care services</li> <li>• Knowledge of key operational practice issues and barriers and how to overcome them</li> <li>• Ability to build good rapport and relationships with a range of stakeholders including young people, internal teams, and senior staff in other agencies</li> <li>• Ability to deal with complex issues and problems for which there are no obvious or prescribed solution, by</li> </ul>		Application and interview

	<p>offering new approaches and professional judgement</p> <ul style="list-style-type: none"> <li>• Ability to lead and participate in effective teamwork</li> <li>• Ability to plan and deliver high quality large-scale events and training</li> <li>• A high level of written and oral communication skills</li> <li>• Competent user of common IT applications e.g. MS Office</li> <li>• Competent user of social media e.g. Twitter, Youtube</li> <li>• Able to meet own administrative needs</li> <li>• Ability and willingness to work out of hours and travel across the UK as needed and with reasonable notice</li> </ul>		
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• A passion for achieving positive outcomes for young people</li> <li>• Commitment to the organisation and to their own personal and professional development</li> <li>• Commitment to diversity and implementing equal opportunities and anti-discriminatory practice</li> <li>• Creative, flexible and able to work well with others in a team</li> <li>• Committed to equal opportunities</li> </ul>		Interview