

## Job Profile

**Job Title:** Short Breaks Co-ordinator (CYPDS 0-25)  
**Job Grade:** Level 4 Zone 1  
**Salary Range:** £40,652 - £46,779

### About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

### About the role

Short breaks form one element of the support offered by Camden Council to children and young people with disabilities and their families. They provide opportunities for children and young people with disabilities to spend time away from their primary carer, taking part in positive activities, while also providing much-needed breaks for the parent/carer.

The purpose of the Short Breaks Co-ordinator in the Children and Young People Disability Service (CYPDS):

Responsible for coordinating/facilitating short breaks services for children and young people with disabilities (0-18) in Camden, ensuring services are suitable to their needs and ensuring the participation of children and young people in services they value.

Work closely with social workers and other social care colleagues within the Children and Young People with Disabilities Service 0-25 to meet the needs of children and young people with disabilities through coordinating and facilitating short breaks provision to meet their wishes and needs.

Responsible, with Commissioning, for sourcing, researching, and helping to establish initial short-break services for young people with disabilities (0-18) in London Borough of Camden, so that such services can be commissioned for young people.

To respond to enquiries from families, disabled young people, those who work with them and other providers of information.

To administrate the MOSAIC Short Breaks Panel and to be part of the Short Breaks Panel as a panel member when not involved in the administration of it, to monitor and co-ordinate the provision of short breaks services for disabled children and young people.

The role will involve positively working as part of an integrated member of the Children and Young People Disability Service 0 – 25, providing both practical support and assistance to Social Workers when setting up short breaks care packages for children.

### About you

Knowledge of Excel and IT systems

At least one-year experience of organising, coordinating and developing services in the public sector for children and young people.

Minimum of two years' experience of direct work with children and young people is essential.

Experience of work or interaction with children and young people with a wide range of disabilities and their families and an understanding of their needs and challenges.

At least two years' experience in coordinating short breaks for families and working with children and young people, providers, families and social care and other professionals, or in a similar work environment (e.g. residential care, respite provision etc.).

**Work Environment:**

- The post is based at MOSAIC, Kentish Town Health Centre, 2 Bartholomew Road, Kentish Town, NW5 2BX.
- There is flexible working and meetings will be required at other settings within Camden.
- The post holder is required to be flexible and adapt to any conflicting and changing priorities adjusting their workload to meet daily requirements of the role.
- The post will be required to work with a variety of organisations and agencies both internal and external to London Borough of Camden
- The post holder will work with parents and other professionals
- As the post holder is managed centrally, they will be required to work unsupervised and therefore with a degree of autonomy, but reporting back to local managers on a day to day location basis
- The post holder will need to be able to work in a flexible and innovative way in a time of possible reduced funding for short breaks and other service provision and in order that they can meet the different demands of the job. This post will also involve problem solving skills as many callers have complex needs which will need to be dealt with in conjunction with other services (external and internal)
- The post holder will work with a range of people from the general public, providers, internal and external service providers.
- The post holder will need to manage a number of different priorities and deadlines but will be supported in this by the Team Manager.
- The post holder will need to attend meetings at other venues and occasionally outside of standard working hours.

**People Management Responsibilities:**

- The post-holder will need to develop effective working relationships with local providers, social care staff, health and education staff and services.
- Responsible for supporting and advising the Short Breaks Assessor in their role, to help them familiarise with the short breaks on offer and other tasks they complete jointly, such as surgeries for parents, producing the quarterly newsletter and processing new referrals.
- Take the lead in coordinating the data for short breaks reviews that require allocation and managing the Duty Short Breaks referrals system in discussion with line manager.
- Post-holder will be responsible for developing and providing key evidence-based reports to inform commissioning decisions.

**Relationships:**

Accountable to and supervised by Team Manager within the Children and Young People's Disability Service.

In addition, the post holder will build and maintain professional relationships with internal multi-disciplinary colleagues including health, education and social care as well as external stakeholders across statutory, voluntary and private sectors in order to ensure that positive outcomes for young people with complex disabilities.

**Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

**Diversity & Inclusion**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,