

## **Job Profile Information: LARP Project Support Officer**

**This supplementary information for *LARP Project Support Officer* is for guidance for Job Level 3 Zone 2**

### **Camden Way Category 3**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

#### **Role Purpose:**

The London Accommodation and Resettlement Partnership (LARP) have embarked on the development and implementation of two exciting and innovative pathfinders.

A number of partners including London Councils, ALDCS, MoJ, YJB, YCS, NHSE and MOPAC have collaborated in spearheading an innovative proposal to reduce the disproportionately high level of London children in custody and significant over-representation of BAME children. Funding has been awarded by the YJB to develop the London Accommodation Pathfinder with the aim of reducing numbers of children in custody and over representation, and to improve outcomes via psychologically informed approaches.

For children aged 10-18 sentenced to custody, the LARP has been awarded funding YJB grant funding for the Constructive Resettlement Pathfinder which aims to achieve significant improvements in resettlement outcomes for children based on the Constructive Resettlement principles. By taking a London-wide, collaborative, multi-agency approach to improving resettlement, the partnership objectives are agreed between all the London Local Authorities and the Secure Estate and build on research and the work of previous resettlement consortia.

Across both projects, Strategic Managers work with the LARP Governance Group and steering groups to implement the project plans, work with all partners to achieve deliverables and communicate progress.

We are seeking a dynamic, collaborative and organised Project Support Officer to assist the Strategic Managers, the LARP Governance Group, Steering Groups and Practice Forum in the organisation, administration, implementation and performance monitoring of the projects.

**Example outcomes or objectives that this role will deliver:**

- Provide support to the LRP Strategic Manager, LAP Strategic Manager, LARP Governance Board, Steering Groups and Practice Forum by supporting planning and delivery to achieve improved outcomes for children and young people across London.
- Provide support to the LARP Governance Board and supporting fora, by producing and disseminating agenda, minutes and communications.
- Work with the LRP and LAP Strategic Managers to update the project plans, risk registers, and produce highlight reports; working with all partners to provide updates and progress against the plans.
- Support the Strategic Managers with a communications strategy including dissemination of updates to all partners.
- Involve partnership engagement with a wide range of statutory and non-statutory partners including the London Children's Innovation and Improvements Partnership, LARP, ALDCS, Youth Justice Board, Youth Custody Service, Her Majesty's Prison and Probation Service, the Mayors Office for Policing and Crime, Youth Offending Services, NHSE, private sector and community and voluntary sector organisations.
- Support in coordinating a youth forum to include the voice of the child in programme developments and delivery.
- Work with partners in the development and delivery of operational practice.
- Coordinate operational and strategic relationships to support collaborative work between the secure estate and community services.
- Work with partners including the Mayors Office for Policing and Crime to provide ongoing performance monitoring and dissemination of reports to the LARP Board and other relevant justice partners.
- Liaise with Camden finance and HR teams as needed.

**People Management Responsibilities:**

There are no direct line management responsibilities but relationships with partners are a critical aspect of the role.

**Relationships;**

The postholder will support the LARP Governance Board, Steering Groups, Practice Fora, LRP Strategic Manager and LAP Strategic Manager in the administration of meetings, communication of key objectives, progress and outcomes.

Building effective relationships is a key aspect of the role and includes partners including, but not limited to, Youth Justice Board, Youth Custody Service, Her Majesty's Prison and Probation Service, NHS, Local Authority services such as Children's Services and Youth Offending Services,

and the Mayor's Office for Policing and Crime. The postholder will also support statutory partners to build effective partnerships with non-statutory organisations in the private and community and voluntary sector.

### **Work Environment:**

The role is primarily office based in the London Borough of Camden offices, 5 Pancras Square, but the postholder may on occasion be required to work across London visiting other local authorities, partner agencies and the secure estate.

### **Technical Knowledge and Experience:**

- Exceptional organisational skills including the planning, coordination and administrative responsibilities for large meetings with a wide variety of partners.
- Ability to work with partners including YCS, YJB and Camden Finance to manage grants.
- Exceptional ability to build and maintain positive relationships with cross sector partners.
- Ability to work accurately, efficiently, methodically and in a timely manner, demonstrating effective self-management, organisation and administrative skills.
- Ability to produce high quality reports within defined deadlines.
- Ability to research and analyse complex data to produce clear and concise reports for stakeholders.
- An understanding of working with sensitive, personal information and information sharing requirements under GDPR and the safe management of electronic data.
- A working knowledge of project development, management and monitoring processes.
- An ability to work proactively and flexibly, responding to business need.
- Good knowledge of working with partners within the youth justice system.
- Excellent level of literacy and numeracy.
- Advanced knowledge of MS Office programmes

## **Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please select the attached [HERE](#)

## **Chart Structure**

