

Locality Development Officer

Job Description

Position:	Locality Development Officer
Employer:	Children in Northern Ireland (CiNI)
Based:	Southern Area (Armagh)
Reports to:	Director CiNI and the Children's Services Planner responsible for locality planning in Health and Social Care Board (HSCB)
Salary:	NJC pts 29 – 36 (£24,646 - £30,011)

Job Purpose

The post holder will develop and support Locality Planning Groups in the Southern Area.

Tasks and Responsibilities

The Locality Development Officer will assist the Children's Services Planning process in each of the following:

- Establish and support a number of Locality Planning Groups within the Southern Area.
- Enable the Locality Planning Groups to carry out an outcomes based planning process, in order to establish what actions are required to improve outcomes for children and young people in the locality.
- As part of outcomes based planning, support the Locality Planning Groups to undertake and maintain an active prioritised audit of the needs of the children, young people and families in the area.
- Enable the Locality Planning Groups to contribute to the development and maintenance of the Northern Ireland wide data base of family support services, ensuring the inclusion of local services.
- Map services available to identify gaps in the delivery of services at local levels.
- Facilitate links between the Southern Area Children and Young People's Committee and the Locality Groups.
- Enable the Locality Planning Groups to design, develop and implement a co-ordinated multi-agency Locality Action Plan.
- Advise the Locality Planning Groups in the design and development of service proposals to source funding to meet the need identified.

- Contribute to the co-ordination and management of programme/service development, development, delivery and evaluation.
- Liaise and consult with all local key stakeholders to ensure inclusive and representative membership across the statutory, voluntary and community sectors.
- Ensure the participation of children and young people, parents and carers in the Locality Planning Groups.
- Encourage awareness raising of the locality model within agencies to ensure appropriate membership.
- Build on and extend existing relationships between agencies across the statutory, voluntary and community sector agencies within Locality group to ensure the best use of existing resources.
- Identify the training needs of the groups and co-ordinate and implement appropriate training and education.
- Assist the Children's Services Planner with responsibility for Locality Planning to achieve a consistent approach within the locality planning processes across Northern Ireland
- Modification of the Job Description: This job is not definite, but may change to meet the changing needs of the organisation; however changes will be within the scope of the job description.

General Conditions of Service

1. The post is for one year in the first instance with the possibility of extension subject to funding. In the event of extension the post holder may be given preference for continuation
2. There will be a six-month probationary period. It is a full-time post based on 35 hours per week.
3. There will be an entitlement to 25 days annual leave plus 12 statutory holidays
4. Salary will be NJC pts 29-36
5. CiNI offer Scottish Widows Stake Holders Pension based on an Employer contribution of 6% and 3% Employee.
6. The Locality Development Officer is expected to travel within the Southern Area and occasionally Northern Ireland.
7. The Locality Development Officer is expected to have access to a form of transport that will enable them to carry out the duties of the post in full.
8. Given the nature of the work the post holder may be expected to work unsocial hours. There is a Time off in Lieu (TOIL) system in operation.
9. CiNI operates a non-smoking policy.