



**Thinking
Stockport**



**Achieving as a
Team**



**Working with
Ambition**



**Showing everyone
Respect**

Job Profile and Working for Stockport

Our Council

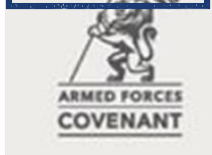
Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

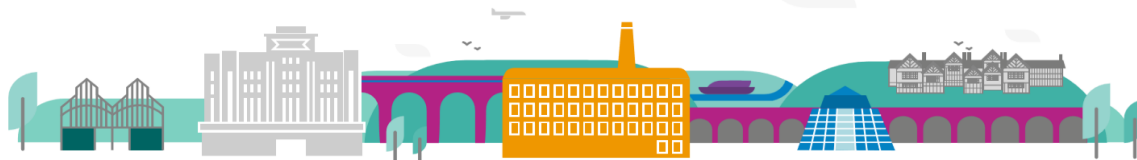
Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>





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About the Job

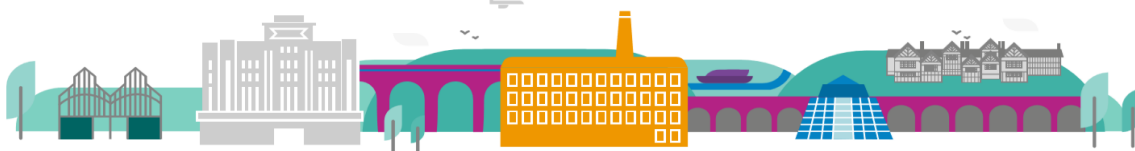
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|----------------------|--|
| Role: | Scheme Coordinator - Supported Lodgings Scheme |
| Service Area: | Stockport Family |
| Directorate: | Services to People - Childrens |
| Salary Grade: | NJC scale SO1 |

Main Purpose of the Job

The Supported Lodgings Coordinator will manage and oversee the supported lodgings provision. This includes recruiting, assessing, matching, providing guidance, support, and supervision to hosts and young people aged 16 plus. This role is essential in ensuring a safe, supportive, and nurturing environment for young people transitioning to independent living.

Key Responsibilities

- **Scheme Management:** Overseeing the daily operations of the Supported Lodgings Scheme. Developing and implementing policies and procedures to ensure the safety and wellbeing of young people.
- **Host Recruitment & Support:** publicise & promote the scheme, handle enquiries, recruit, assess, and train new hosts. Provide ongoing support, signposting, check-ins, supervisions, organise support meetings, regular reviews, and training to existing hosts. Organise and facilitate regular host meetings and training sessions.
- **Assessing new hosts:** undertake robust and timely assessments that ensure providers meet required standards and to present these to the appropriate panel for scrutiny and decision about suitability and approval. This includes assessments of friends and family who provide child-specific supported accommodation for young people.
- **Young Person Support:** Liaise with professionals to determine the suitability of young people for the scheme. Develop and review individualised support plans for each young person. Provide regular one-to-one support to young people, ensuring their needs are met.
- **Monitoring & Evaluation:** Monitor the progress and wellbeing of young people in supported lodgings. Conduct regular reviews and evaluations of the scheme. Maintain accurate records and prepare reports as required.



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- **Multi-agency Working:** Liaising with external and internal agencies to ensure the most appropriate services are available to both hosts and young people. Working closely with personal advisors, social workers and other relevant agencies and professionals in maintaining supported lodging placements, attending meetings, and ensuring that placement objectives are sustained, and young people's needs are met. Promote the Supported Lodgings Scheme within the community. Attend relevant meetings, conferences, and training sessions.
- **Administrative Duties:** Maintain comprehensive and up-to-date records of hosts and young people. Handle enquiries and provide information about the supported lodgings scheme. Maintain an up-to-date knowledge of financial regulations and legislation and assess the impact and implications of changes for the scheme.
- To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
- To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security, and promotion of the Council's priorities.

Additional Information

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be considered and discussed with you when any significant changes to your role are needed. In line with our flexible approach, you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

About You

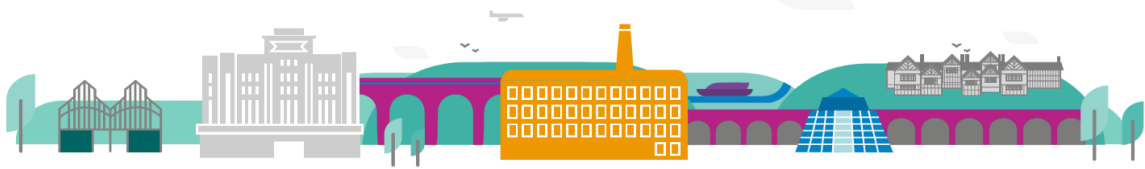
Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- Working to the Council's values and behaviours by:
 - Keeping the people of **Stockport** at the heart of what we do
 - Succeeding as a **team**, collaborating with colleagues and partners
 - Driving things forward with **ambition**, creativity and confidence
 - Showing value and **respect** to our colleagues, partners and customers.



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- **Qualifications, Knowledge & Experience:** Experience working in Children's Services.
- Knowledge of the Supported Accommodation (England) Regulations (2023) and legislation in relation to supported lodgings.
- Significant experience in a similar role, preferably within a supported lodgings or foster care setting. Proven ability to undertake assessments of carers and provide comprehensive reports.
- Strong knowledge of child protection and safeguarding procedures.
- Knowledge of risk and protective factors and ability to use these to inform assessments.
- Experience in recruiting, training, and supporting volunteers or hosts.
- Experience of supporting young people and/or carers to actively engage in service planning and/or evaluation.
- **Skills & Attributes:** Excellent interpersonal and communication skills (high level of communication skills including active listening, verbal, and written skills).
- Strong organisational and time-management skills.
- Ability to work independently and as part of a team.
- Empathy, patience, and a genuine commitment to supporting young people.
- Problem-solving skills and the ability to handle challenging situations.
- Demonstrable skills in negotiating and advocating on behalf of others.
- **Additional Requirements:** A valid UK driver's license and access to a vehicle.
- Flexibility to work within the hours of 8am and 6pm as required.
- Demonstrable experience of achieving and willingness to progress own continuous development including engagement in appraisal and review.



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