**Job Description and Person Specification Profile**

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| **Job Title** | SEND Communications and Engagement Officer |
| **Job ID** | R24 |
| **Service** | Children’s Services |
| **Grade** | G |
| **Reporting to** | Head of SEND |

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| **What’s the post, and what are we looking for?** |
| This role is key to ensuring Tameside Local Area Partnership SEND communications and engagement with stakeholders, partners and SEND Families, including the local offer website, social media and our SENDing Newsletter, is proactive, informative, up to date and provides parents/carers, children and families with the help and support they need in a range of accessible formats. The post holder will be a key member of staff within the SEND team supporting wider communication and promoting engagement with all stakeholders.A key purpose is to maintain the local offer website, working with key stakeholders and partners across the local area to review and update content regularly. Tameside SEND Local Offer (tamesidelocaloffer.co.uk)In summary:1. Draft, Review, Edit, Update and Format communications and content to high standards so that it is accessible for parents/cares and young people
2. Work collaboratively with key stakeholders and partners to maintain and update information on the SEND local offer website including liaison with health, schools and other organisations across Tameside;
3. Work creatively with key stakeholders and partners to develop strong engagement across the local area partnership, being proactive to identify and capitalise on communication and engagement opportunities available.
4. Publish content in line with the SEND Code of Practice SEND\_Code\_of\_Practice\_January\_2015.pdf (publishing.service.gov.uk)
5. Monitor the local offer and SEND socail media inbox to signpost queries to the relevant services and respond to requests for information and updates appropriately
6. Translate website requirements into content suitable for the targetaudience
7. Attend service management meetings as and when required
8. To undertake such job-related duties as may be required from time to time which are commensurate with the grade of the post.
9. To work in partnership with andfairly and openly with colleagues at all times.
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| **About you** |
| **Your essential qualifications*** Level 6 qualification in computer science or related subject
* GCSE grade C or above in Maths and English or Equivalent

**Your essential skills, knowledge and experience*** Extensive demonstrable experience of designing/building WordPress websites and technical knowledge of working with website content
* Excellent IT skills with extensive experience and knowledge of the MS Office suite of software.
* Excellent content authoring, editing, and writing skills, with a keen eye for detail and strong verbal and written communication abilities.
* Demonstrated ability to collaborate with all levels of staff/teams, manage multiple projects, and interact with various stakeholders, while being energetic and passionate about writing and technology.
* Excellent planning, organisation and co-ordination skills — proven ability to prioritise.
* Hold a high standards of integrity and personal and professional performance.
* Willingness to take responsibility for own work and development, ensuring you are up to date with trends, technologies and industry developments
* Be flexible and adaptable
* A willingness to contribute to the continual improvement of the service

**If you have the following experience or qualifications – then that’s great!*** Experience of working within a SEND service and / or Local Authority Environment
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**Our employees’ skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.**

**What can you expect from us?**

* A fair salary and benefits
* Opportunities for good health and wellbeing
* Help you to grow, develop and to do your best
* Enable you to be creative and innovative
* Fully involve you in changes that affect you and your work
* Listen, and act on your ideas and feedback

**Working together, we are proud to work for Tameside**

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

