

APPLICATION PACK



CACT Inclusion and Transition Officer



MAYOR OF LONDON



INVESTORS
IN PEOPLE

APPLICATION PACK

Charlton Athletic Community Trust (CACT) is the charitable arm of Charlton Athletic Football Club.

Working across Greenwich, Bexley and Kent, our mission is that:

‘Based on the needs of the community, we will work in partnership to deliver high quality programmes with a lasting impact.’

We aim to achieve three core outcomes in the communities we serve:

- Improved physical and mental health and wellbeing
- Improved levels of education and employment
- Increased community and social cohesion

To successfully achieve this, CACT and its staff have adopted six core values:

- Passion – fuels our work
- Trust – safe and sound
- Engagement – stronger together
- Respect – two-way and vital
- Equality – open and fair
- Inclusion – that means you

This is an exciting time to join CACT. The charity’s reach and impact is growing. We have recently published an impact report demonstrating that for every £1 that CACT invests, a social return of £9.52 is created, and that the social value generated by our programmes and activities amounted to £49.6 million.

Employee benefits include:

- Friendly working environment
- Bank Holiday Statutory Leave
- Flexible Working
- Internal and external training opportunities
- Employee Assistance Programme - includes a range of retail and entertainment discount vouchers
- Eye-care vouchers
- Cycle to Work scheme
- London Living Wage employer
- Healthy Workplace Award accreditation
- Investors In People accreditation

CACT are committed to embracing and fostering equality, diversity and inclusion in the workplace as well as in the delivery of its services, activities, and programmes, by promoting a positive organisational culture that values all staff and service users. We will strive to create an inclusive environment where everyone feels able to participate and achieve their potential.



JOB DESCRIPTION

Job Title:	CACT Inclusion and Transition Officer	Reporting to:	Short Breaks Manager
Pay:	£28,500 per annum	Contract type:	Full Time, 12 month fixed term
Location:	CAFC Training Ground, Sparrows Lane	Days and hours of work:	37.5 hours per week, to be worked over 5 days.
Document created:	10/01/2024	Ref number	CACT/ITO/EHP/2

Purpose of the Role:

To coordinate, develop and deliver a programme to support young adults aged 16-25 with targeted disabilities to access universal services, including but not limited to Young Greenwich. The successful candidates will work closely with young people, their families, support services and community provisions to prepare and support them to transition from young people's services into adult community settings.

• Key Responsibilities

- Building a good understanding and relationship with a range of community providers that SEND young people can access
- Creating trusted relationships with Young People and their families/carers
- Supporting SEND young people to safely and successfully access community provision
- Creating support plans and risk assessments that support this process.
- Ensuring that all young people are safeguarded
- Delivering SEND awareness training for youth and community workers to enable them to better support SEND young people
- Delivering SEND awareness training to young participants

PERSON SPECIFICATION

Job title: Inclusion and Transitions Officer

Person Specification		
Attributes	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> At least 2 years' experience in working with people with disabilities, in particular those aged between 16-25 	<ul style="list-style-type: none"> Full, clean driving license and access to a car
Skills, ability & knowledge	<ul style="list-style-type: none"> Excellent interpersonal and communication skills, both verbal and written. Competent ICT skills with experience of using Microsoft Office including Word, Excel, Power Point, databases and Outlook programmes. Prepared to be flexible with working patterns which will include evenings and weekends Ability to work with referral partners and build strong partnerships Ability to build strong relationships with parents/carers of young people with disabilities Ability to build support plans and risk assessments Ability to source appropriate training for youth workers Ability to prioritise the safety of young people and staff Knowledge and ability to safeguard young people 	<ul style="list-style-type: none"> An understanding of Education and Health Care (EHC) plans. An understanding of the Royal Borough of Greenwich Early Help Assessment procedure. Knowledge of monitoring systems Knowledge of quality standards
Personal qualities	<ul style="list-style-type: none"> Able to use initiative. Highly organised. Confident with a 'can do' attitude. Reliable with excellent timekeeping. Able to work across various teams effectively 	

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| | <ul style="list-style-type: none">• A committed advocate for children and young people with disabilities.• A commitment to diversity |
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APPLICATIONS

CACT is committed to the safeguarding of its staff, volunteers and young people. Any job offer made is subject to satisfactory references and Disclosure and Barring Service (DBS) check.

Application forms are available from <https://www.charltonafc.com/cact/get-involved/job-opportunities>

To apply for this role, please send a completed application form detailing how you meet the requirements of the role and an equal opportunities monitoring form to Jobs@cact.org.uk.

Please note: CVs will **not** be considered.

Closing date for applications: 19/05/2024

Interviews: To be conducted the week commencing 20th May 2024

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