# JOB DESCRIPTION version 3 – full time/ part time

**Post title:** **London Innovation and Improvement Alliance (LIIA) Project Support Officer Care to Career/LIIA General**

Band: B

Responsible to: LIIA/Matthew Raleigh

Key contacts: LIIA Staff; the Association of London Directors of Children’s Services (ALDCS); London Councils staff; [Youth Futures Foundation (YFF)](https://youthfuturesfoundation.org/), Randomised Control Trial (RCT) Evaluators, London LA contacts, [Drive Forward Foundation](https://driveforwardfoundation.org/), and any other relevant contacts as required.

Location: 12 Arthur St, City of London, London EC4R 9AB 0AL (NB: some remote working will be required by the post-holder). There will be some in-person requirement which will fluctuate in relation to the changing needs of the project.

Contract: Fixed term (12 months) – This role is a full-time position. However, part-time (0.6 FTE) applicants will be considered. The 0.6 FTE working arrangements will be based on a 3 day working week.

**Main purpose of job**

LIIA has a varied and exciting programme of work, delivering research, joint projects and policy advocacy to support the work of London Local Authority children’s services. Through doing this, LIIA makes a positive difference to London’s children and families. The Policy and Project Support Officer will support this work.

This main purpose of this role is to support LIIA’s ‘care leaving’ workstream, and specifically to support a Randomised Control Trial (RCT) being run by Youth Futures Foundation to establish ‘what works’ in terms of supporting young people leaving local authority care into education, training and employment. The RCT will evaluate the effectiveness of Drive Forward’s Care to Career programme. LIIA, through this job role, will specifically help the connection between YFF, Drive Forward and Local Authorities to make sure the RCT runs well. This will require high quality communication with local authority colleagues and other stakeholders, project management, organisation and administration of meetings and workshops, and provision of administrative and support services.

Whilst the core function of the role is in relation to the RCT, the post holder will also be asked to apply their skills across other areas of LIIA activity as required.

**Key activities**

1. Support implementation of the London Drive Forward Foundation Randomised Control Trial and the wider LIIA portfolio, working with programme leads and local authority partners.
2. Compile progress reports to inform progress review by the Drive Forward Foundation RCT stakeholders and partners and LIIA Strategic Lead, governance boards and networks, and ALDCS.
3. Support the coordination of the RCT-related relationships between the participating local authorities, Youth Futures Fund and Drive Forward Foundation. In addition, support LIIA internal and external meetings and workshops, including the ALDCS work groups, and governance boards and networks, ensuring agenda items are identified, speakers are contacted and briefed, reports and presentations are received as per schedule for review and despatch, minutes are produced and circulated, decisions/actions are implemented.
4. Support LIIA’s policy advocacy work through desk-based research and surveys and preparation of notes and briefings to inform policy and programme development pan-London across Drive Forward RCT and the LIIA portfolio, interpreting and disseminating basic statistical information, as directed.
5. Support general LIIA administration, book appointments and ensure the effective maintenance of up-to-date mailing lists.
6. Assist in the planning and organising of events, publications and briefing notes as appropriate.
7. Contribute to, develop content and monitor communications to LIIA members via a variety of channels including newsletters, direct communications, website and social media and identify opportunities for improvement.
8. Contribute to the LIIA’s stakeholder engagement programme in relation to Drive Forward project and the LIIA portfolio and assist with the identification and engagement of potential stakeholders.

**General Duties**

1. Contribute to the development of the directorate, its work processes, personal and team development and other organisational practices.
2. Build and maintain effective working relationships with colleagues, customers and partner organisations and to lead on or contribute to joint project working with them.
3. Contribute to, support and comply with London Councils’ equality and quality standards, and implement those standards within the areas of responsibility of the post.
4. To support the division and corporate board in contributing knowledge and expertise in the development of corporate initiatives and policies and to adhere to London Councils’ corporate policies, procedures, regulations and protocols.
5. To take care at all times to uphold health and safety at work for self and others. To observe London Councils Health and Safety policy and related procedures at all times.
6. Carry out any other duties appropriate to the post.

**Note**

This job description may be subject to review in the light of changing circumstances. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the post holder works. Other duties appropriate to the band may be assigned from time to time.

**PERSON SPECIFICATION**

**Post: LIIA Policy and Project Support Officer**

Listed below are the requirements needed to undertake this job. These will form a key part   
of the selection process.

Your application should reflect your personal knowledge, experience, skills and abilities and therefore the use of AI is discouraged and will be monitored.

**Knowledge**

1. A basic understanding of the children’s services work of local government.
2. A basic understanding of research principles

**Experience**

1. Proven administration support experience
2. Proven experience delivering projects
3. Written communication skills, with experience in taking accurate notes of meetings, writing concise summaries for distribution and developing written content for different audiences, including website, newsletter and social media.

**Skills and Abilities**

1. Good oral and interpersonal skills.
2. Ability to monitor, process and produce numerical information to present monitoring data.
3. Ability to use Windows-based software applications, including Microsoft Outlook, Word, Excel and Powerpoint.
4. Use of creative platforms such as Canva and video creation applications.
5. Excellent organisational skills, to be able to manage their own workload and prioritise between conflicting demands to contribute to an efficient office environment.
6. Ability to build and form working relationships and work flexibly, across professional and operational boundaries.
7. Ability to work independently and show initiative.
8. Ability to maintain confidentiality in dealing with a variety of sensitive issues.
9. Good understanding of and a commitment to equal opportunities issues, and in particular their application within local government.

**Personal Characteristics**

1. A good team player, comfortable with working in small teams and with a commitment to working in partnership with colleagues within the LIIA and within London Councils as a whole.
2. Excellent attention to detail and commitment to producing high quality work.
3. Highly motivated, enthusiastic with a “can do” mind-set.

Employees have a duty to behave in a way that reflects well on London Councils, working at all times within the law and according to London Councils policies, procedures and regulations, including the Data Protection Act 2018.

A flexi-time system is worked. Evening and out-of-hours working may be required on occasions and a willingness to travel within England and Wales.