



## **Job Description**

### ***Personal Health Budget Project Coordinator – Children and Young People Pilot***

**Hours of work:** 37.5 hours per week. One year contract

**Annual Leave:** 25 days plus bank holidays pro rata

**Salary:** Up to £28,000 FTE

**Employed by:** Involve Kent

**Responsible to:** Children's Health and Wellbeing Manager

**Based:** Turkey Mill, Maidstone, Kent ME14 5PP - Remote working hybrid role

**Directly Responsible for:** Coordinating a Kent and Medway Clinical Commissioning Group (CCG) grant funded pilot project for 12 months, delivering Personal Health Budgets to support neurodiverse children and young people, and/or those with suspected neurodiversity

## **Purpose of the job**

**To work closely with Involve's Children's Health and Wellbeing Navigators, Involve's Business Support and Finance teams to ensure high quality delivery of Personal Health Budgets in line with NHS comprehensive model of personalised care.**

**Having an oversight of the pilot framework, taking responsibility for monitoring, and continually reviewing and assessing the project to ensure contractual compliance and outcomes are achieved.**

**Implementing responsive improvement plans based on ongoing evaluation of the user journey. Establishing processes for gathering and recording feedback and impact data from children, young people, their families and carers, Children's Navigators, and wider services. Working responsively ensure needs are met and outcomes reported and dealing swiftly with issues that arise.**

**Developing and shaping a Personal Health Budget system that adds value not only to the client but to the wider support network, is effective and flexible ensuring a holistic approach to support planning that impacts positively on the client is achieved.**

## **Key tasks and responsibilities**

- Proactively manage your own health, wellbeing, and resilience to ensure you can provide a consistently, high quality service.
- Attend training and Involve team meetings.

- Work with Involve’s Children’s Health and Wellbeing Team, Business Support and Finance teams to develop and coordinate a delivery framework, review process and monitoring and evaluation system in line with the pilot project outcome requirements.
- Ensure a smooth client journey and support the Navigation Team by coordinating processes that enable them to identify, plan and deliver PHB’s efficiently with minimal impact on their current roles and responsibilities and optimal outcomes for clients
- Work with Involve database to access data, monitor outcomes and impact and respond quickly to requests to report and feedback to funders and the wider system including Social Care and Health commissioners and service leaders.
- Develop a robust workflow including accessible information and guidance and communications materials to ensure clients and Navigators feel supported, clear, and confident in the Personal Health Budget process and are fully informed about the parameters. implications and limitations.
- Take a lead role at meetings with steering groups and stakeholders as part to the wider multi agency Making it Work Neurodiversity transformation project
- Support other Involve services and the operations by covering staff absence or increasing capacity where needed
- Any other tasks and responsibilities as requested by management for the effective running of the service and the wider organisation

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
• Resilient, confident, positive and with a methodical approach to planning of work	X	
• Driven, solution focused and highly motivated to innovate and achieve successful outcomes	X	
• Excellent understanding of personalised care and support planning and personal budgets in health or social care	X	
• Experience of shaping and delivering innovative systems and processes		X
• Excellent communication skills, verbal and written	X	
• Able to coordinate a project as part of a wider team of practitioners, funders, and stakeholders	X	
• Able to work independently with self-reliance and the confidence to take responsibility (within professional boundaries)	X	
• Imaginative and creative approach to problem solving	X	
• Ability to write and present high quality reports for funders and stakeholders	X	
• Excellent IT skills, including Word, and Excel experience of using a database or CRM system	X	
• A commitment to the values of Involve Kent	X	
• Knowledge of issues faced by neurodiverse children and young people		X