



JOB DESCRIPTION

1. JOB DETAILS	
Job Title: Project Researcher (Fixed term - 6 months, with the possibility of extension for project implementation)	Department: Support Services
Reports to: Chief Executive and Steering Group	Location: Harmeny School Campus, Balerno

2. CONTEXT / OVERALL PURPOSE OF THE JOB
<p>Harmeny Education Trust Limited (HETL) is a charitable organisation providing therapeutic care and education to children with complex Additoonal Support Needs, referred from all over Scotland. As a Grant Aided Special School, we work with children of primary up to early secondary age, both on a day and all year round residential basis. In addition, our Workforce Development Centre offers qualifications and training to care, education and health professionals throughout Scotland.</p> <p>Our core service, Harmeny School, comprises:</p> <ul style="list-style-type: none"> • An education service, which includes an outdoor learning team. • A care service, with residential and day cottages. • Support Services, made up of finance, estate, catering and domestic seviles, ICT, HR, admin and workforce development teams. <p>HETL is committed to achieving the highest possible standards of care and education. Our therapeutic practices are supported and enhanced by the contributions of a number of therapists and carefully selected developments such as systemic practice, an effective approach to working with families and carers. The Trust has reached a point where there is real opportunity for growth, including the development of a continuing care service for young people already placed at Harmeny, from the age of 15 to 25 if required and appropriate, as well as residential-only services for children aged 5 to 14.</p> <p>The Project Researcher will undertake research in order to scope out a sustainable practice model for the delivery of continuing care and residential-only services. Working closely with the Head of Care, Head of Education and Head of Finance and Estates, the postholder will gather, collate and analyse data, consult with a wide range of internal and external stakeholders, and produce a detailed proposal report for consideration by the Senior Management Team and Board of Trustees. A Steering Group comprising 3 Trustees, Head of Care and Head of Education will provide support and guidance to the Project Researcher with their work.</p> <p>This is an exciting opportunity for an experienced researcher or practice manager to support the Trust grow and develop, thereby helping even more disadvantaged children and young people benefit from the high quality care, education and therapeutic services offered.</p>

3. PRINCIPAL RESPONSIBILITIES / KEY AREAS OF JOB

1. To promote a positive ethos consistent with HETL's Vision, Purpose and Core Values and therapeutic community approach.
2. To liaise with relevant staff and managers regarding HETL's practice framework and approaches, in order to be fully conversant with these.
3. To gather current and historical data on children and young people placed at Harmeny School, including the age-range, type and pattern of placements.
4. To scope out the legislative, policy and regulatory requirements relating to continuing care and education services for children and young people who are looked after and accommodated.
5. To undertake research in relation to the future demand for continuing care and education services for children and young people, aged 15 and above, as well as residential-only services for children aged 5 to 14, who may attend mainstream school provision.
6. To consult with children, young people, parents, carers and Harmeny staff about the future extension of services.
7. To consult with managers and practitioners within local authorities and other agencies, regarding the demand for continuing care and education services, and residential-only services.
8. Along with the Head of Care, externally benchmark residential services for young people aged 15 to 18, and also aged 19 to 25.
9. Along with the Head of Education, externally benchmark the range of education, training and employment options for young people with Additional Support Needs aged 15 to 18, and also aged 19 to 25.
10. Along with the Head of Care and Education, develop a sustainable practice model for the delivery of continuing care and education, and residential-only services.
11. Working with the Head of Finance and Estates, prepare a Business Plan for the delivery of new services, including set up costs, property requirements, fee income, pupil flow, staffing and other costs, as well as the marketing and promotion of services.
12. Alongside relevant staff, identify and develop the range of policies and procedures, skills and approaches required for working with teenagers and young adults.
13. To work with, and provide regular updates to, the Steering Group.
14. To produce a fully researched report with proposals, for presentation to the Senior Management Team and Board of Trustees for their consideration.
15. To attend supervision and other meetings, as required.
16. To undertake any other duties delegated by the Chief Executive, consistent with the role of Project Researcher.

PERSON SPECIFICATION

4. QUALIFICATIONS
Essential:
1. A professional qualification in the field of care, education or a social science discipline.
Desirable:
2. A research or project management qualification.

5. EXPERIENCE
Essential:
1. Proven research or practice management experience within the social care or education field.
2. An understanding of the needs of children who are Looked After and Accommodated and have complex Additional Support Needs.
3. Ability to gather, collate and analyse a wide range of data and information.
4. Strong report writing skills, with the ability to clearly present findings and recommendations.
5. Excellent IT skills with experience of using Microsoft Office, Outlook and Excel.
Desirable:
6. Experience of continuing care and through care for Looked After Children.
7. Service development and project management skills.
8. An understanding of local government commissioning and funding processes.

6. PERSONAL CHARACTERISTICS / COMPETENCIES – ESSENTIAL
1. Excellent interpersonal, networking and communication skills.
2. Ability to work alongside, and liaise with, a wide range of professionals and senior managers.
3. Able to work independently, using own initiative.
4. Excellent organisational and administrative skills, with very good attention to detail.
5. Willing and able to travel throughout Scotland (driving licence essential).