



Fixing the big issues for disabled people in Buckinghamshire
Charity No 1102511

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Postal Address (no callers): BuDS, c/o Aylesbury Foodbank,
44 Rabans Close, Aylesbury, Buckinghamshire, HP19 8RS
Registered Address (no callers): BuDS, c/o B P Collins LLP, Collins House,
32-38 Station Road, Gerrards Cross, Buckinghamshire, SL9 8EL



Role Description

F4A Education Transitions Officer

Hours:	20 hours (Flexible)
Pay rate:	£12.50
Start date:	ASAP
Duration:	2-year contract
Location:	Home based using MS Office 365 and Teams
Reporting to	HR & Project Manager
Role Purpose:	To support the Fair4All Education Transitions Service for disabled children and young people in Bucks.

Specific Responsibilities:

With strong support of the F4A Education Project Lead, and as part of the wider BuDS team:

- Conduct a headline service audit looking at support for disabled C&YP, and parents/carers, as they pass through the six key educational transition points. Identifying gaps in service and support, taking into account structural and other service changes within BC and other providers inc. CAMHS.
- Write surveys based on the above findings to corroborate where the gaps in services are.
- Write an in-depth Report on the above audit findings. Once the report is complete, we then would switch to gap-filling activity. Firstly, encouraging and working with partners to fill gaps and secondly to produce information and supporting services within BuDS to fill gaps
- Support BuDS volunteers in any capacity to ensure they are feeling valued and assisting where required
- Help BuDS to collect outcome data and report on its activities (Stats tracking on how many articles, blogs produced etc)
- Weekly meeting(s) with the F4A Education Team
- Work effectively with the team, communicating the work being done, and needing to be done, using posts, task boards and messages
- Use the task board to keep track on tasks in progress

Person Specification

1. Substantial knowledge and experience of SEND Education
2. Ability to write reports and undertake research and surveys
3. Working knowledge of using MS 365 and Teams
4. Strong planning and organising skills
5. Ability to build relationships and support others
6. Ability to work cooperatively and effectively with a wide variety of people including disabled people with impairments of all types
7. Ability to maintain confidentiality and keep private information to themselves
8. Understanding and appreciation of the Social Model of disability – see <https://buds.org.uk/the-social-model-of-disability/>

BuDS is an equal opportunity organisation and disabled people are particularly encouraged to apply for this role.

BuDS is committed to safeguarding all those with whom it works. This post will involve unsupervised work with potentially vulnerable adults and children, and/or their records, and so this post will be subject to an enhanced DBS check on appointment. This will be arranged and paid for by BuDS. Work and character references will also be taken up.