

## **I CAN Job Description**

Job Title: Project Facilitator

Location: Home-based

### **Job Purpose**

- To work as part of the team to deliver on the I CAN project “Changing the conversation about language”

### **Responsibilities**

- Work as part of the facilitator team to develop and pilot the project
- Support the development, maintenance, review and quality assurance of new and existing materials and programmes
- Collect and provide statistical, outcome and other data related to specified projects to develop and report on I CAN’s evidence base
- Using I CAN’s outcomes framework, contribute to measuring the impact of I CAN’s work
- Deliver I CAN’s training, consultancy and development programmes to a range of audiences

### **General Responsibilities**

#### **Expert professional knowledge and advice**

- Keep abreast of relevant initiatives and developments within I CAN and the field of Speech and Language Therapy and Education, in order to maintain and develop an advanced level of relevant expertise
- Maintain current, up-to-date knowledge of evidence in the field of children’s communication and SLCN
- Act as an advisor on key professional issues concerning policy, research and practice for children with SLCN, identifying key themes and issues to other I CAN departments as appropriate
- Author key I CAN reports and communications to a high standard
- Develop and maintain an overall knowledge of all of I CAN’s products and services, making initial contact with partners and to allow the commissioning of the product or service

#### **Maintenance of Professional Standards**

- Adhere to national and local standards and guidelines relating to Professional Practice, maintaining current registration with RCSLT and HCPC or DfE registration (whichever appropriate)
- Be aware of, and adhere to, current legislation and codes of practice and be responsible for your personal development and identification of CPD needs
- To keep abreast of relevant initiatives and developments within I CAN and the field of Speech and Language Therapy and Education, in order to maintain and develop an advanced level of relevant expertise

#### **Organisational Responsibilities**

- Attend and contribute to project meetings and development activities as required

- Maintain and develop good working links with all other I CAN departments in the areas of finance, communications, public affairs and press and fundraising
- Make a full contribution to I CAN's strategy by delivering on the project
- Cover for your colleagues as and when required
- Promote collaborative working relationships and effective communication
- Promote I CAN's mission, vision and values in all aspects of your work
- Abide by all I CAN policies and procedures and in particular ensuring the protection of children in I CAN's services are followed at all times
- Safeguard at all times confidentiality of information relating to children, staff and I CAN's work

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

**Person Specification  
Project Facilitator**

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Qualified speech and language therapist registered as practicing member of RCSLT and HPC, or</li> <li>▪ Qualified teacher with extensive fieldwork experience in SLCN and registered with the DfE, or</li> <li>▪ Educationalist with degree level qualifications, registered with appropriate professional body.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Masters degree or equivalent higher level professional qualification.</li> <li>▪ Membership of relevant professional body.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working with young children 0-3 years and with families</li> <li>▪ Proven track record in leading, managing and developing quality services.</li> <li>▪ Service and resource management.</li> <li>▪ Effective cross professional/ multi-agency work.</li> <li>▪ Experience of developing/delivering training.</li> <li>▪ Experience/knowledge of leading, monitoring and evaluating projects.</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ Voluntary Sector experience.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Have in depth knowledge in Early Years particularly 0-3</li> <li>• In depth knowledge of the Home Learning Environment and successful approaches to support this</li> <li>▪ Excellent project management skills.</li> <li>▪ Excellent verbal &amp; written communication skills.</li> <li>▪ Excellent presenting skills.</li> <li>▪ Excellent organisational ability.</li> <li>▪ Ability to quickly establish rapport and credibility with managers and staff.</li> <li>▪ Ability to use own initiative.</li> <li>▪ Good analytical skills.</li> <li>▪ Ability to deliver on agreed targets (financial and performance).</li> <li>▪ Effective negotiator/facilitator.</li> <li>▪ A strategic and conceptual thinker.</li> <li>▪ Ability to synthesise and manage a wide range of information related to SLCN and/or education policy or practice, distilling key points and implications.</li> <li>▪ Ability to prepare and deliver technical reports and presentations to different audiences both internal and external to the organisation.</li> <li>▪ Good Microsoft Office skills and the ability to use IT to ensure personal effectiveness.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of formal research either autonomously or with an academic partner.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>▪ Empowering and motivational style and approach.</li> <li>▪ Energy, enthusiasm and flair to work hard and achieve ambitious targets.</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ High standards of personal and professional integrity.</li> <li>▪ Self motivating with good time management skills</li> </ul>	Experience of working remotely/from home effectively
<b>Other factors</b>	<ul style="list-style-type: none"> <li>▪ Awareness of current issues and initiatives in education, special education and speech and language therapy.</li> <li>▪ Understanding of issues in developing collaborative practice.</li> <li>▪ Be a reflective practitioner.</li> <li>▪ The ability to develop and maintain good working relationships with colleagues, governors and I CAN staff.</li> <li>▪ Be a completer /finisher.</li> <li>▪ Ability to work as part of a remote team and also work alone</li> <li>▪ A flexible attitude and approach.</li> <li>▪ Reliability.</li> <li>▪ Commitment to safe guarding and promoting the welfare of children and young people</li> <li>▪ Ability to self motivate and regulate own workload.</li> <li>▪ The ability and willingness to travel to other I CAN sites and attend evening/weekend meetings as appropriate.</li> <li>▪ Committed to the overall aims of I CAN and to developing and delivering I CAN's Vision and Strategy.</li> <li>▪ Understanding and commitment to equal opportunities and empowerment.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evidence of continuing professional development.</li> </ul>