

Job Title: Project Co-ordinator for SEND & AP

Salary: Band 6 - £28,239 to £32,061 per annum

Hours: 37 hours per week (part-time or term-time working could be considered for the right candidate)

Contract: Fixed Term contract Up to 12 months fixed-term contract/secondment in the first instance

Location Civic Offices, Guildhall Square, Portsmouth

We offer hybrid working with the expectation to attend the office a minimum of 2 days a week, these working arrangement will be in line with the needs of the business.

Background

This is an exciting time to be working in Portsmouth. As part of its commitment to inclusive education, Portsmouth City Council is leading the South East Partnership on the DfE's SEND & AP Change Programme, working collaboratively with East Sussex, West Sussex, and Brighton & Hove. Now in its second phase, the programme includes the development and implementation of a new Local Inclusion Support Offer (LISO), which brings together partners across education, health, and social care to support inclusive practice in schools, colleges, and early years settings.

You'll be joining Portsmouth's Education Service, which oversees all schools in the city and supports learning opportunities from early years through to age 25. We take pride in our work by valuing others and focusing on what matters most - making a real and positive difference. Our Ways of Working and Guiding Principles reflect our commitment to inclusion, collaboration, and continuous improvement. If these values resonate with you, this could be the role that meets your expectations.

What is the role?

Reporting to the SEND & AP Programme Support Officer and working closely with the Change Programme Partnership (CPP) Manager and AP Commissioning Manager, you will play a vital and varied role in supporting the coordination, administration and implementation of our evolving SEND & AP offer.

Key tasks of the role will include:

- Diary and Outlook management for relevant SEND Strategy, LISO or AP meetings
- Co-ordinating and administering meetings with internal and external attendees both on and off-site, including preparing papers and taking minutes
- Preparing and ensuring timely circulation of minutes and agendas (with embedded documents), action tracking/collation and forward planning for meetings.

- Keeping membership/contact lists for boards and meeting groups up to date
- Tracking referrals and monitoring LISO activity, and alternative provision (AP) directory and quality assurance
- Producing information in a relevant format (e.g., Word, Excel, databases, diagrams and presentations) for reports to governance
- Developing and creating bulletins to promote and inform stakeholders about the LISO & CP
- Handling correspondence, including confidential information
- Contributing to project plan including collating information and updating spreadsheets and databases
- Building and maintaining relationships with key partners
- Acting as an initial point of contact for the LISO and AP quality assurance
- Supporting the organisation of key events and activities
- Monitoring inboxes and responding to emails

General duties may include:

- Placing orders for goods and services and dealing with invoices

Who is the person?

You will have / be:

1. Able to engage and build relationships with senior leaders / staff from schools and partners across education, social care, and health - *Essential*
2. A track record of stakeholder engagement and communicating with a variety of audiences, preferably in the education sector - *Desirable*
3. An understanding of school culture, including alternative provision and the challenges faced by schools - *Desirable*
4. Excellent interpersonal skills, with the ability to communicate with a wide range of audiences, both orally and in writing - *Essential*
5. Excellent organisational and time management skills, with the ability to prioritise your workload and meet deadlines - *Essential*
6. Clear-thinking, logical and flexible in your approach, able to quickly get to grips with new issues and take a positive, problem-solving attitude - *Essential*
7. Able to use your initiative with minimum supervision, and work independently when required - *Essential*
8. A good team player who collaborates well and keeps others informed - *Essential*
9. Excellent IT skills, with a good working knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook) - *Essential*

Qualifications

No specific qualifications are required for this role, but you will be expected to have achieved a Level 3 qualification and have GCSE English and Maths (Grade C / Grade 4 or above).

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you



can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

