

A Day in the Life...

Business Support Officer (Kirklees Local Offer)

The Kirklees Local Offer is a facility providing support and services that children and young people aged 0-25 who have special educational needs and disabilities, and their families and carers can get in one place

The role of the BSO involves:

- work on the Kirklees Local Offer website
 - gathering and processing information in order to create new pages
 - liaising with external organisations and providers on their content
 - monitoring content to ensure that it is up-to-date and that plain language is used
 - monitoring feedback and ensuring that all comments are responded to
 - following feedback, implementing changes and updating a "You Said, We Did" document
- supporting the Local Offer Development and Engagement Lead
 - gathering and processing information required for the annual review document
 - assisting in the production of the annual review document
 - using the Synergy database to maintain the Additional Needs register, a register for children and young people aged 0 to 25 whose parents or carers have notified us of a disability or additional need that impacts on their day to day life
 - continually monitoring emails and dealing with them appropriately
 - attending public events and gathering feedback, then interpreting and processing that information
 - minuting meetings

Now is an exciting time to join the team as we're in the process of developing a new stand-alone website, working with parent and carer groups, the website provider, and service providers on its design, functionality, and content.

If you like to be part of a team working to make a difference to children and young people with special educational needs, and their parents and carers, then you'll enjoy this position.