Job Title:	Transitions & Funding Review Coordinator
Pay Grade / Scale / Range:	SO2
Benefits & Perks:	Local Government Pension Scheme, occupational sick pay, TOIL scheme, Heath Scheme
Working hours:	To be confirmed
Location:	Across Horizons sites and the Learning Centre, with partner meetings as required
Special circumstances:	N/A
Staff responsible to:	Head of Adult Day Services
Accountable to:	New Bridge Horizons Directors
Probationary period:	26 working weeks (may be extended in line with the organisations probationary procedure)

About New Bridge Horizons

New Bridge Horizons is an adult day provision for people aged 19 and over with learning disabilities, autism, behavioural support needs and complex medical or personal care needs. We currently work across two sites and support people with a wide range of abilities, communication needs and aspirations. Our vision is Creating Meaningful Futures through learning together, learning for all and learning for life.
Horizons is moving beyond a traditional day-centre model towards purposeful adult pathways, stronger community connections and activities that are planned around individual outcomes. The Activity and Community Engagement Coordinator will be central to making that ambition consistent and sustainable across both sites.

Purpose of the role

Coordinate the route from the Learning Centre into adult day provision, giving people and families clear information and ensuring that Horizons receives the information needed to assess suitability, support needs, costs and capacity. Maintain a planned programme of reviews for people already attending Horizons where needs, support or funding may have

changed. The post supports timely, evidence based decisions and constructive relationships with Adult Social Care and other funders.

Main responsibilities

Transitions and provision planning

- Maintain a live, consent based transition pipeline for potential leavers, recording anticipated dates, preferred provision, assessment and funding status, outstanding information, likely support requirements and next actions.
- Work with Learning Centre colleagues to obtain relevant information early, arrange visits and observations where appropriate, and bring together the person's and family's views, communication needs, health information and known risks.
- Coordinate Horizons' assessment process with the Head of Site and operational leads. Identify staffing, clinical competencies, premises, transport and activity considerations before any offer or start date is agreed.
- Produce clearly labelled planning scenarios for directors, including indicative demand, likely income, staffing and capacity requirements. Update forecasts as assessments and funding decisions are confirmed; distinguish expressions of interest from agreed placements.
- Track referrals through Adult Social Care assessment, funding decision, provider assessment, agreement and planned start. Escalate delays through agreed contacts and record responses without presenting Horizons as the statutory assessor or decision maker.

Information and support for families

- Provide a named point of contact and accessible explanation of the transition steps, likely timescales, who to contact in Adult Social Care, and how assessment, personal budgets and provider choice relate to a possible Horizons place.
- Give balanced, factual information about Horizons and signpost families to independent advice, Adult Social Care and other local options where relevant. Direct questions about personal contributions or eligibility to the responsible authority rather than giving individual financial advice.
- Agree how each person and family wants to be kept informed, record contact and follow up outstanding questions. Make reasonable adjustments to communication and involve advocates where appropriate.

Reviews of current placements and funding

- Maintain a review register covering current packages, dates, additional support arrangements and emerging changes in need, drawing on staff records, care plans, incidents, family feedback and professional input.
- Prioritise cases where current support differs materially from the funded package or where safety and wellbeing may be affected. Work with operational and clinical leads to assemble proportionate evidence and request a review from the appropriate Adult Social Care, Continuing Healthcare or other funding route.

- Coordinate meetings and follow up actions; prepare a clear rationale for proposed Core Plus, specialist support, personal care or nutrition charges where applicable, using Horizons' approved rates and assessment framework.
- Present differences between an offered funding level and Horizons' assessed support requirements to the Head of Site for a decision. Communicate agreed proposals professionally, record decisions and dates, and ensure changes are reflected in service agreements and delivery plans.

Partnerships, records and improvement

- Build working relationships with social workers, duty teams, commissioners, health professionals, the Learning Centre and families. Agree practical escalation routes and regular transition planning meetings where partners are willing.
- Maintain accurate, confidential records and obtain or confirm the lawful basis for sharing information under organisational policy. Report pipeline, delays, reviews, outcomes and capacity risks to the Head of Site and directors.
- Identify recurring barriers and propose improvements to referral information, family guidance, handovers, costing and review processes.

Decision making and boundaries

The postholder coordinates and recommends. Adult Social Care or the relevant funder remains responsible for its statutory assessment, care planning and funding decisions. Horizons' Head of Site and designated leaders retain authority for provider assessment, safe staffing, final pricing, acceptance of a placement and any decision to vary or end provision. The postholder must not promise a place, start date or funding outcome before these decisions are complete.

Person specification

Essential	Desirable
Experience coordinating complex cases, referrals or transitions across organisations; confident engagement with families and professionals.	Experience of adult day provision, preparing for adulthood, learning disability or autism services.
Working understanding of adult social care assessment, care planning, personal budgets and provider choice; ability to learn local pathways.	Experience of Continuing Healthcare processes, commissioning or placement costing.
Ability to analyse care information, identify gaps, write clear evidence based recommendations, and manage competing deadlines.	Project or service improvement experience; strong spreadsheet and reporting skills.
Skilled, respectful communication, including challenging a proposed funding level and handling uncertainty with families.	Relevant health, social care, business or project qualification, or equivalent experience.
Sound judgment on confidentiality, consent, safeguarding, equality and escalation; able to work independently within agreed authority.	Experience designing accessible information and involving people and carers in service planning.