



panoramic
ASSOCIATES



SEND Travel Enablement Manager

July 2025

Letter from Tom Main, (Integrated Transport Manager)

Dear Candidate,

Thank you for your interest in joining **Gloucestershire County Council** as our new **SEND Travel Enablement Manager**.

This is a unique and rewarding opportunity to lead a dedicated team that plays a vital role in supporting over 2,000 children and young people with Special Educational Needs and Disabilities (SEND) across the county. We are looking for a passionate and experienced leader who shares our commitment to inclusive, person-centred services that enable independence and improve outcomes for learners.

As the SEND Travel Enablement Manager, you will oversee the delivery of our Home to School Transport service, ensuring it remains safe, efficient, and responsive to the needs of families and schools. You will lead a team of professionals, manage key contracts, and work collaboratively with internal and external partners to shape and improve the service. Your ability to use data to inform decisions, drive service improvements, and deliver value for money will be essential.

We are proud of the work we do and the difference it makes in the lives of children and young people. If you are an experienced manager with a background in SEND services, transport planning, or public service delivery—and you are ready to take on a role that combines strategic leadership with meaningful impact—we would love to hear from you.

Please take a moment to review the full job description and person specification on our careers portal. If you have any questions or would like to discuss the role further, we welcome informal enquiries.

We look forward to receiving your application and learning more about how you can help us deliver outstanding services for Gloucestershire's children and families.

Warm regards,

Tom Main

Job Description:

SEND Travel Enablement Manager

Grade 10 **£46,731 - £49,764**

About the Job

The overall purpose of this role is to ensure effective travel arrangements are made to enable access to education for those children and young people with Special Educational Needs and/or Disabilities (SEND) who need support.

This will be achieved by providing safe and appropriate arrangements which meet the needs of individual children and young people which offer best value for money and providing opportunities to develop young people's travel independence and skills for the future.

Local Government Pension Scheme:

<https://www.gloucestershire.gov.uk/council-and-democracy/pensions/>

This is what we need you to do...

- To manage the team responsible for travel arrangements for children and young people with SEND – including managing statutory eligibility and commissioning processes and strong leadership
- Ensure that individual needs of children and young people are assessed, understood and regularly reviewed in order to provide appropriate levels of travel support
- Work with senior management to provide support and responses for key stakeholders such as Councillors, MP's etc
- Work closely with other professionals, as appropriate, to provide high quality and differentiated advice to parents on access issues through a variety of media, targeting those who might have difficulty navigating the system
- Ensure high quality guidance and information is available for parents to help them make the best choices for their children, are engaged with any service changes and that statutory duties relating to information provision are met

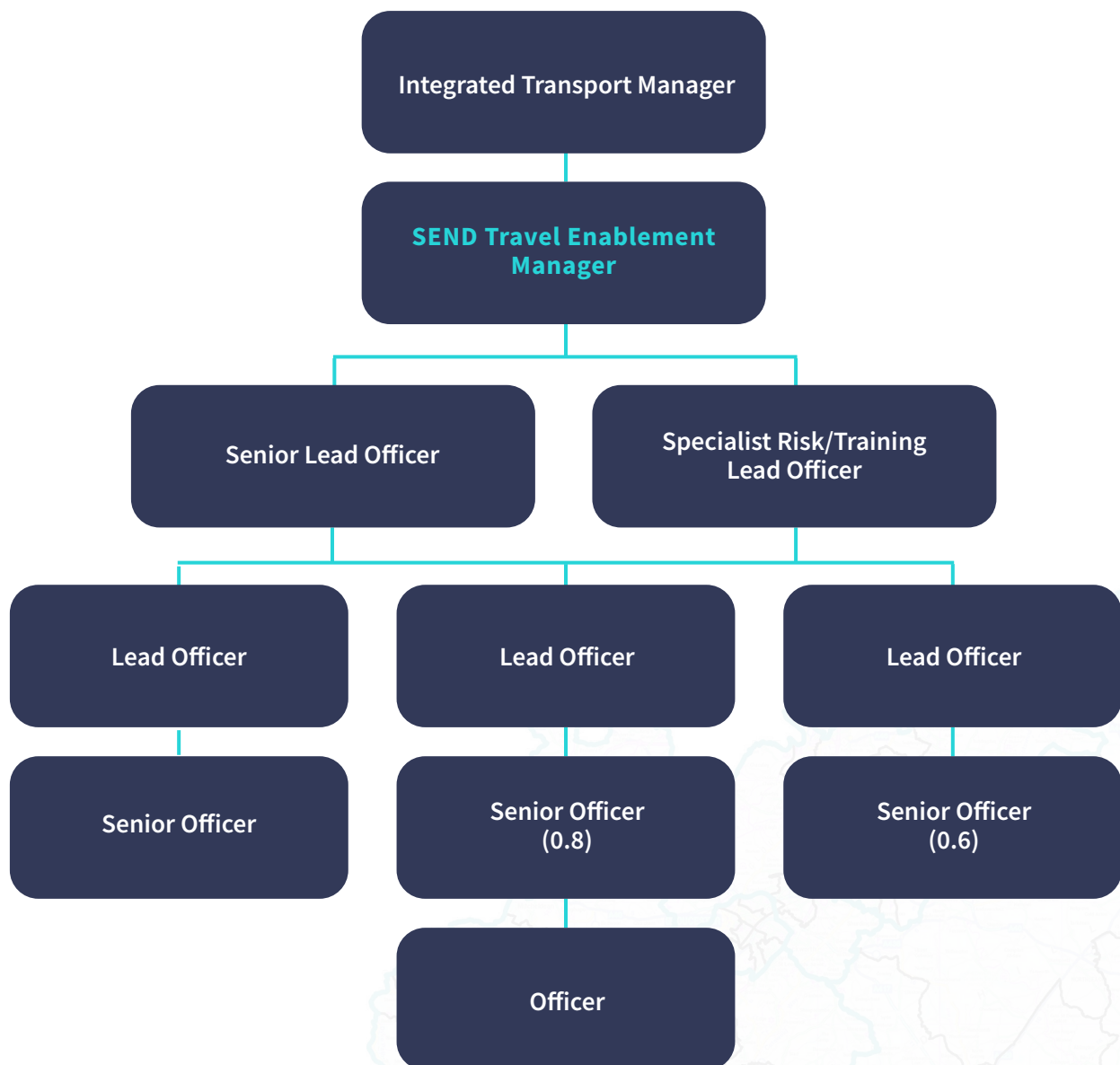
This is what we need you to do...

- Provide senior management, County Councillors, schools, governor's and other stakeholders with advice on the interpretation of law, associated Codes of Practice and local policy
- Prepare reports as required, including for Senior Management, Lead Members, DfE, Office of the School's Adjudicator and Local Government Ombudsman
- Within established policy, make judgements and decisions on operational issues in consultation with other stakeholders, including Head Teachers and governing bodies and transport operators, providing creative solutions where necessary to achieve required outcomes
- Ensure that transport provision and procurement is cost effective, provides quality and meets individual need
- Ensure that travel arrangements provide best value for money so that funding can be targeted at those with the highest level of need
- Implement performance management processes and continuous improvements to ensure high service standards, cost effective delivery, customer responsiveness and the measurement of impact on children's outcomes
- Implement and monitor a number of Key Performance Indicators with your team and provide updates to Senior Management on a regular basis
- Provide accurate and up-to-date information to the Finance team on a monthly basis to facilitate budget forecasting

Special Conditions

This post will involve visits to meetings 'off-site' and work outside normal office hours

Team Structure





Monitoring and Ongoing Development of Outcomes:

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

Experience

- Significant management experience in an agency delivering services to children and young people
- Experience of route mapping software i.e. q-routes or equivalent
- Experience of change management
- Policy and service development within the public sector
- Implementation, monitoring and review of operational business plans and strategies for service improvement
- Experience of performance management to achieve results within competing deadlines
- Significant experience of working in an environment where excellent customer service and communication skills with a range of stakeholders are essential
- Experience of producing and presenting reports for senior managers and partners
- Experience of Budget Management
- Experience of multi-agency work with a range of professionals and managers
- Experience of project management and leading projects with a range of stakeholders



Knowledge, Skills and Understanding

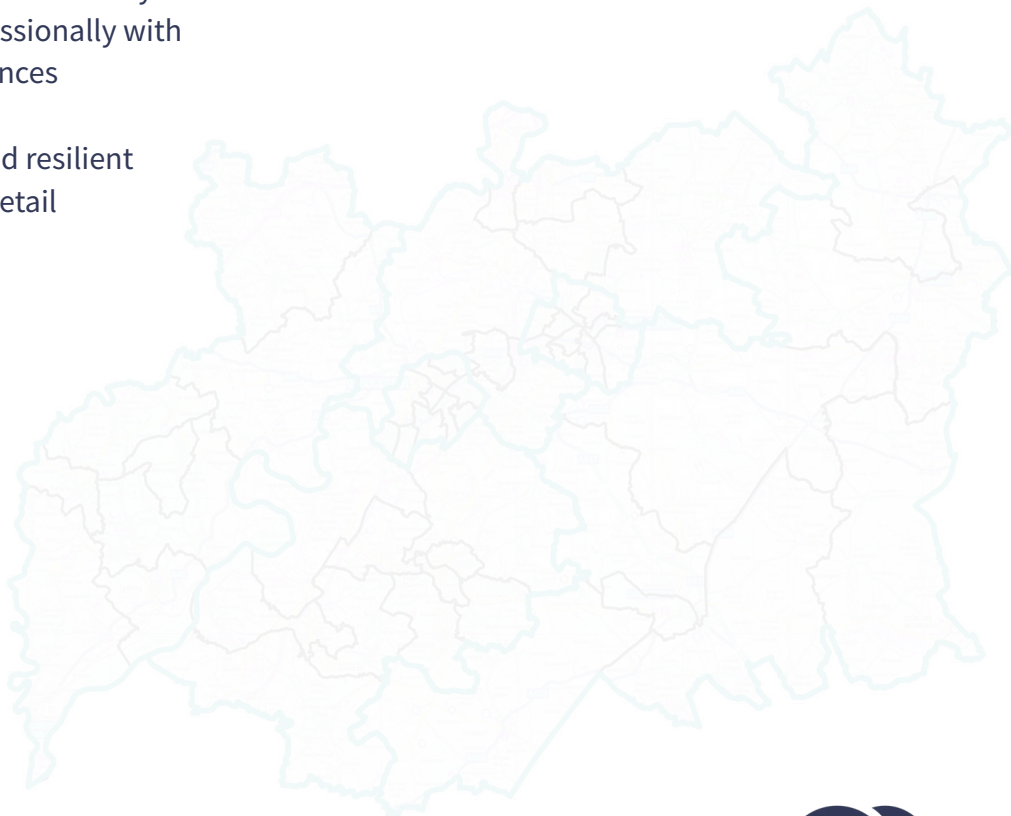
- Well developed knowledge of SEND and understanding of its impact on children and young people
- Significant level of knowledge of commissioning and procurement processes – including contract compliance
- Ability to manage complex and detailed operational work accurately to a high standard
- Strong advocacy skills, including those in consultation and negotiation, including on complex and contentious issues
- Ability to develop creative solutions in developing new approaches across a range of issues and services
- Understanding of, and commitment to, the best outcomes for children and families and equal opportunities in the workplace
- Knowledge of local needs and priorities of children, young people and their families and how the organisation needs to respond
- Knowledge of national Children's Policies & the legislative framework and how they contribute to local service developments
- Well developed report writing skills and a high standard of written English
- Understanding of statistical interpretation of data analysis and experience of producing & presenting statistical information & reports to internal & external customers
- Ability to understand and interpret complex legislation and policy
- Understanding of ICT support systems and their impact on users and service design
- Understanding of project management approaches





Behavioural Attributes

- Personal commitment to a focus on quality services for children, young people and their families within resources available
- Ability to respond to a changing pattern of work demand which can be unpredictable and unplanned, requiring constant shifts of priority
- Ability to cope and function effectively when working in a pressurised front-line environment
- Excellent interpersonal skills and ability to deal sensitively and professionally with people in difficult circumstances
- Determined, enthusiastic and resilient with excellent attention to detail
- Awareness of political sensitivity
- Commitment to identify and embrace new methods of work and technology and champion change – including motivating and enthusing others
- Ability to influence and negotiate successfully across agencies/partners
- Commitment to achieving the best outcomes for children and young people – taking responsibility, being professionally curious and holding self and others to account



Education & Qualifications

Essential

- Degree or equivalent experience
- Evidence of continuous personal and professional development

Desirable

- Working towards or achieved relevant management qualification or advanced management training
- Excellent ICT skills across a range of systems

There are also a number of generic requirements that are applicable to all employees within the Council. There can be found at the following link:

<http://staffnet.gloscc.gov.uk/index.cfm?articleid=8579>

How To Apply:

Panoramic Associates Ltd is acting as an employment agency to Gloucestershire County Council on this appointment.

For a more in-depth conversation about the role please contact **Jessica Richards** (Lead Senior Consultant) or **Rashani Johnson** (Lead Principal Delivery Consultant), who is leading on the process.

We hope you will consider making an application for this fantastic opportunity. To make an application, you will need the following:

- A CV which is tailored for this role.
- Supply of details for one reference (not from current employer) that we can contact during the application process

Alternatively, you can submit your CV direct to our consultants.



Jessica Richards
j.richards@panoramicassociates.co.uk



Rashani Johnson
r.johnson@panoramicassociates.co.uk

Closing Date	11th July
Preliminary Interviews	w.c. 14th July
Interviews with Gloucestershire County Council	23rd July