

## Role Profile

<b>Service:</b>	<b>Family Services – Early Intervention and Prevention</b>
<b>Location:</b>	<b>NLBP</b>
<b>Job Title:</b>	<b>Participation Officer</b>
<b>Grade:</b>	<b>H</b>
<b>Post No.:</b>	
<b>Reports to:</b>	<b>Voice of the Child Coordinator</b>

### 1. Purpose of Job:

- To continually develop, manage and deliver our Youth Voice offer
- Ensure that the Youth Voice forums are visible across the service and the organisation
- To ensure that the participation and engagement of Children & Young Peoples informing strategic direction, commissioning intentions and decision making.
- To ensure that the voices of Children and Young People, including our most vulnerable children, are embedded across the service
- To raise the aspirations and achievements of children and young people by active engagement, delivery of high level engagement events and through creative participatory methods.
- To manage and deliver processes by which children & young people can feedback their experiences of the services they receive and provide analysis of this information.

### 2. Key accountabilities/duties/responsibilities:

- To facilitate young people's involvement in youth forum activity ensuring that sessions are planned and delivered according to Health and Safety processes and that they are appropriately risk assessed.
- To promote good race, ethnic and community relations. Working to overcome inequality and include young people from a diverse range of backgrounds.
- To work in accordance with Care Matters and the Children and Young Persons Act 2008 and key service documents such as Barnet's Children and Young People Plan and Voice of the Child Strategy, setting and monitoring performance measures and targets where appropriate.

- To develop and deliver participation programmes and training for social care staff; ensuring that children & young people are actively involved in the development and delivery of such programmes.
- To develop and maintain relationships with key stakeholders across children's social care and partners to ensure that diverse groups of children and young people are included within decision making.
- To involve children and young people in monitoring and evaluating social care provision.
- To ensure that children & young people are actively involved in co-producing, delivering and evaluating services.
- To ensure processes are in place to allow young people to raise concerns with decision makers on issues which matter to them, through promoting apps or advocacy services.
- To ensure the Youth Voice Forums are inclusive and represents the Children & Young People of Barnet.
- To raise the profile and participation numbers of children & young people within Barnet, whilst maintaining an effective work programme and ensuring its continued development.

### **3. Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work.

### **4. Flexibility**

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

### **5. The Council's Commitment to Equality**

To deliver the council's commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

### **6. Special Job Requirements**

- Willingness to work outside office hours as and when necessary.

- Ability to travel to meetings across London and nationally as and when required.

### PERSON SPECIFICATION

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### Knowledge, training and experience

#### Qualifications

- Minimum 2 years' experience in working with children and young people from vulnerable backgrounds with complex needs.

#### Knowledge & Experience

- Must be aware of current legislation concerning children in care and care leavers including Children's ACT 1989, Leaving Care Act 2000 and the Children and Young Persons' Act 2008.
- Demonstrable awareness of national initiatives and developments concerning youth participation, particularly for children in care, and emerging policy and best practice that will have an impact on Children's Services.
- To be aware of safeguarding practices and child protection procedures.
- Experience of working with a diverse range of children and young people, empowering them to make change and to strive towards achieving positive outcomes and resilience.
- Ability to develop and design interventions that are intended to increase and enhance the participation of children and young people within decision making.
- Experience of managing group work practice with children and young people
- Ability to manage challenging behaviour from children and young people.
- Ability to meet deadlines and targets, demonstrating an ability to achieve despite constraints or obstacle and take ownership for own work.
- Ability to listen and support children and young people to improve services within Barnet.

- A demonstrable commitment to children's rights and participation.
- Good written and verbal communication skills with the ability to write reports and present findings to service managers.

**Desirable:**

- Experience of working with Children in Care or SEND.
- Any relevant qualification/training for working with children and young people.

**SKILLS & ABILITIES:**

- To be self-motivated and able to work effectively with others as well as working on your own initiative.
- To collect, record and analyse information, and to contribute to and prepare reports and other written material for presentation to young people, senior managers, elected members, other agencies and colleagues.
- To prepare information in a format accessible to a variety of young people.
- Ability to organise workload effectively and to work under pressure.
- Excellent IT skills, proficient in the use of Microsoft office – particularly outlook, word, excel and powerpoint as well as other multimedia such as video production and uploading web content.

**Planning, organising and controlling skills**

- Ensure the effectiveness of participation projects within Social Care to ensure continuous improvement.
- Ability to see projects through from inception to completion, experience and managing projects with young people.

**Communication and influencing skills**

- To provide regular reports and updates on the development of participation to the Children's Service Voice of the Child Strategy Group and the Head of Service as and when required.
- To work in accordance with the Voice of the Child Team to ensure joint working across the Children's Services and partner organisations.
- To attend corporate parenting team meetings and contribute to relevant teams' objectives as set out in the team plan.
- Ability to work as part of team, and with professionals and teams across the children's service that support children and young people.

**PERSONAL STYLE AND BEHAVIOURS:**

- Works positively with colleagues in the team and across the organisation to ensure consistent good practice
- At all times respects confidentiality and the dignity of others.
- Confident, relatable and enthusiastic
- Ability to adapt quickly to change
- Highly self-sufficient, independent and resilient
- Willingness to undertake out of hours work, as required by the job (time off in LIEU will be provided).