



Job Description and Person Specification

Job details

Job title: Engagement & Participation Officer (3433)

Grade:

Reports to: Engagement & Participation Manager

Responsible for: n/a

Directorate and Service area: Children's Services, Partnerships & Development

Purpose of the job

As part of the Family Hub and Start for Life programme development, North Northamptonshire Council are recruiting to an exciting new post that will be a key part of designing the Family Hub offer.

Family Hubs will provide a universal 'front door' to families, offering a 'one-stop shop' of family support services across their social care, education, mental health and physical health needs, with a comprehensive Start for Life offer for parents and babies at its core.

The role will proactively develop and support multi-agency partnerships as well as parent/carer panels and lead the implementation of Children & Young people participation – ensuring the voice of the child and young person is heard and present throughout the development of strategies, initiatives and programmes of work to improve the sustainability of Family Hubs.

The role will develop, deliver and monitor projects which reflect good practice and support Children and Young people outcomes in relation to the Family Hubs Programme.

Principal responsibilities

1. To lead on the development and implementation of evidence based comprehensive participation and engagement strategy across the Family Hubs Network, including work already undertaken as part of the co-production charter.
2. To lead delivery of projects in line with NNC project management methodology, identifying, maintaining and tracking the issues and risks for projects on an ongoing basis to ensure that they are proactively managed through the use of mitigating actions and to ensure that significant issues and risks are referred upwards.
3. To engage and build on research and evaluation undertaken by the appointed research partner University of Northamptonshire (UON) to audit and identify gaps in participation and engagement within the Family Hubs Network.
4. To influence and encourage engagement and commitment of all relevant partners in an integrated approach to Children and Young people by facilitating the Parent Carer Panel Forums and engagement events, and engage members in planning, developing, monitoring, and evaluating the Family Hubs programme and broader policy and practice
5. To identify gaps and opportunities in provision, and where necessary, lead multi-agency work to develop, plan and implement solutions and improvements, taking account of national policy, current research and identified good practice.
6. To encourage, develop and support joined up communications between partner agencies on public awareness and in support of Family Hubs activity;
7. To undertake robust evaluation activity in relation to programmes of work to ensure effectiveness, value for money and that benefits are appropriately recognised and communicated
8. To provide expert advice, training and support to internal and external stakeholders, including parent / carer networks and children & young people in the delivery of family hubs service plans and outcomes to ensure communities are supported and equipped to advocate broader reach to attain relevant outcomes.
9. To identify, explore and develop proposals for external sources of funding that will help support local development of outcomes relating to Family Hubs and specifically the Youth agenda.

10. To support the Engagement & Participation Manager and Strategic Lead for Family Hubs in the development and delivery of policies and strategies by identifying opportunities to negotiate incentives, rewards, and development opportunities for those involved in participation.
11. To undertake other improvement projects as required in support of the overall objectives of Family Hubs and the linked strategies including the Children & Young People Plan.
12. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Special features of the post

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Degree or equivalent within a discipline related to role	Post Graduate Certificate - Children & young People / Community Engagement Project management - Prince2 Practitioner or equivalent
Experience and Knowledge	<p>Understanding of the legislative and policy framework relevant to the area of work related to Children and Young People</p> <p>Experience of working with and delivering training to Parents, Carers and Young People</p> <p>Knowledge of co-production approaches and measures</p> <p>Good understanding of the types of targeted and universal services available for Parents, Carers and Children</p> <p>Experience working in Health, Local Government, or the Voluntary Sector</p> <p>Coordinating multi-agency projects and/or programmes of work to deliver a stated outcome particularly in complex political and social environments</p> <p>Proven track record of successfully delivering projects</p>	Local insight/understanding of North Northamptonshire communities and needs.
Ability and Skills	Excellent interpersonal and communication skills in order to positively influence the behaviour and decisions of others including those at a strategic level	

Attributes	Essential criteria	Desirable criteria
	<p>Ability to design, develop, implement and embed substantive change on an ongoing basis</p> <p>Ability to research, assess, interpret and analyse both qualitative and quantitative data and other varied in order to develop reasonable and considered hypotheses</p>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors		