

Job Description

Job Title: Participation Officer

POSCODE: CCC0771

Grade: CCC GR6

Overall purpose of the job

As a Participation Officer in the Children, Education and Families (CEF) Directorate you will play a crucial role in ensuring that the voices of children and young people are heard and considered in decision-making and service development processes. You will work to engage and empower our children and young people, facilitating their active participation in shaping the services and support they receive. This role is essential in promoting inclusivity, advocacy, and the overall well-being of the children and young people we serve.

Main accountabilities

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1.	<p>Group Work</p> <p>Ensuring effective facilitation of groups by working within the operation instructions and terms of reference for these.</p> <p>Responsible for the day to day running of the groups. This will involve the following:</p> <ul style="list-style-type: none"> • Keeping records of the children and young people attending the groups and completing session plans and evaluations. • Contacting them and organising how children and young people will get to and from the groups. • Building good relationships with the children and young people and their carers to ensure they keep attending and remain engaged. • Planning, organising and delivering stimulating activities for all in attendance. The activities organised need to be relevant and applicable to all present. • Ensuring safeguarding of all present. • Developing the group for it to continue to meet the needs of those attending. • To work closely with children and young people to empower and equip them to speak up for what they are entitled to, and to get the most out of their wider opportunities in school, college and work.
2.	<p>Project Work</p> <p>To support different consultation projects as and when required. This could involve internal and external partners for example feedback about 18+ service, education, health and housing.</p> <p>To plan and deliver, with support, the offer of holiday activities for children and young people receiving a service, and to take part as appropriate in occasional residential activity weekends for children and young people and other relevant day activity events for children and young people.</p> <p>To plan and deliver, with support, the Children in Care and Care Leaver awards.</p>

	<p>To recruit, train and support Young Inspectors, Young Trainers and Young Recruiters.</p> <p>To develop methods of gaining feedback from children and young people in a manner with which they are happy. Being creative to maximise involvement in the projects and therefore gaining valid feedback.</p> <p>Responsible for managing children and young people's emotional needs alongside gaining their feedback for service development.</p> <p>Develop a relationship with children and young people in which they feel able to voice and give their views.</p> <p>Responsible for ensuring that children and young people are supported to be able to develop their self-esteem and self-confidence.</p>
3.	<p>Working Relationships</p> <p>Develop good working relationships with all staff in CEF and elected councillors.</p> <p>To ensure that participation is part of everybody's agenda.</p> <p>To attend and participate in relevant meetings such as, but not exclusively Team Meetings, Service Away Days, Young People's Corporate Parenting meeting, Regional/National Participation meetings and Foster Carer Committee meetings.</p>
4.	<p>Record Keeping</p> <p>To manage information to ensure effective support of the children and young people including the maintenance of up-to-date records. To enable effective sharing of information within established protocols and the maintenance of management information.</p> <p>Responsible for completing, and contributing to, reports that are accessible to both children and managers.</p>
10.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
11.	Ability to contribute to our commitment of becoming a Net Zero organisation by 2030.
12.	<p>Safeguarding commitment (<i>Include for roles involving work with children/vulnerable adults</i>)</p> <p>We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.</p>

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Educated to A level standard or Equivalent	Core subjects	Essential
Key Skill Level 4, Higher National Certificate / National Vocational Qualification Level 4 or equivalent sector knowledge and experience	Youth Work, Social Work or aligned subject	Essential

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Models for children's participation	Knowledge of models and methods of participation with children and families.	Essential
Legislation	Knowledge and understanding of key legislation relating to children's service and children's rights, such as Children Act, Working Together to Safeguard Children 2023 and UN Convention on the Rights of the Child (UNCRC)	Essential
Child Development	Knowledge of child development theories and models	Essential
MS Office packages, including Teams, SharePoint, word processing, spreadsheets and databases.	Knowledge of IT systems that support the work of the service, ability to use these to be efficient in role.	Desirable
National and Regional Strategies for participation of children and young people	Knowledge of industry trends and best practices, with a commitment to continuous professional development.	Desirable
Skills		
Communication and rapport building	Ability to establish positive working relationships with a range of	Essential

	stakeholders including but not limited to children, young people, parents, carers, internal and external colleagues and elected members.	
Trauma Informed Practice	Ability to work with others in a way that demonstrates understanding of the impact trauma can have and how this may present in behaviours.	Essential
Presentation skills	Ability to create and deliver presentations to a variety of audiences, communicating key messages from / with our children and young people. Delivering presentations to managers, councillors, regional networks, carers and professional groups of staff.	Desirable
Managing others	Supervision, mentoring, coaching skills for staff, volunteers and children and young people.	Desirable
Developing and delivering training	Ability to develop and deliver packages of training / learning opportunities to a range of audiences, including children and volunteers.	Desirable
Experience	Give an idea of the type and level of experience required do not specify years of experience.	
Delivering group work	Experience of group work models and group dynamics, program plans, volunteer selection. Comfortable and skilled at creative facilitation techniques, focus groups, workshops and interviews, including digital and blended engagement.	Essential
Working with a range of internal and external stakeholders	Extensive experience of working with statutory and non-statutory agencies within children's service arena, including very senior leaders / elected officials.	Essential
Working with additional needs	Working with disability, learning needs and / or communication difference	Desirable
Working in a statutory service	Work with Children In Care, Care Leavers, those who are the subject of	Desirable

	a Child Protection plan or engaged with Youth Justice.	
Regional Participation and/or Independent Visitor Networks	Previous involvement with these.	Desirable
Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero (applies to all roles).	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential
Safeguarding (applies to all roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
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