

Job Description

Job Title: Team Manager, Participation and Independent Visitors

POSCODE: 333018426

Grade: P2

Overall purpose of the job

The purpose of the Team Manager for Participation and Independent Visitors is to lead the Participation Team in supporting the implementation of the Participation Strategy, ensuring our children, young people and their families have opportunities to have their voices heard and their views included in service development. This role will also coordinate our Independent Visitor Service, ensuring that children who are looked after have the opportunity to enjoy long lasting, meaningful relationships with an independent adult.

Main accountabilities

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1.	Leadership and Management: Provide strong leadership and direct line management to the Participation Team and Independent Visiting Service, setting clear goals, expectations, and standards for performance and conduct.
2.	Service Development: Work with officers across CEF, and wider CCC where appropriate, to develop and implement strategies to enhance the participation of children and young people in service planning, delivery, evaluation and development.
3.	Advocacy and Support: Ensure that officers support children and young people in expressing their views, and that these are heard and acted upon in all decisions affecting them.
4.	Policy and Practice: Keep up-to-date with relevant policies, legislations, and best practices in children's social care, and ensure these are reflected in the team's work. Contribute to the development of relevant strategies and policies.
5.	Training and Development: Provide training and support to volunteers to enhance their skills and knowledge in working with children and young people. Coordinate training that is co-delivered with Children and Young People to wider service.
6.	Quality Assurance: Monitor and evaluate the effectiveness of the Participation Team and Independent Visiting Service, ensuring high standards of practice and outcomes.
7.	Partnership Working: Build and maintain effective relationships with key stakeholders, including children, young people, families, local authorities, and other service providers.
8.	Resource Management: Contribute to the management of budgets and resources effectively, ensuring the best use of available funds to support service delivery
9.	Demonstrate an awareness and understanding of equality, diversity and inclusion.

10.	Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.
11.	Safeguarding commitment (<i>Include for roles involving work with children/vulnerable adults</i>) 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.

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
Degree and/or substantial 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	Extensive knowledge of models and methods of participation with children and families	Essential
Legislation	Substantial 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
National and Regional Strategies for participation of children and young people	In-depth knowledge of industry trends and best practices, with a commitment to continuous professional development. Good working knowledge and understanding of Government and other initiatives and programmes.	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

Skills		
Line Management	Demonstrated leadership skills with the ability to influence and inspire teams to achieve strategic goals. Ability to motivate, support and develop direct reports while ensuring they are effective in role	Essential
Communication and rapport building	Ability to establish positive working relationships with a range of stakeholders including but not limited to children, young people, parents, carers, internal and external colleagues and elected members.	Essential
Volunteer Management	Ability to motivate, support and develop volunteers while ensuring they are effective in role	Desirable
Experience		
Project work with children, young people and their families.	Extensive experience of working with children, young people and families in a range of settings. Track record of delivering measurable results and driving performance improvements through strategic planning and execution.	Essential
Experience of delivering a range of participation methods	Comfortable and skilled at creative facilitation techniques, focus groups, workshops, interviews including digital and blended engagement.	Essential
Work 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
Events and project planning / management	Experience of planning, project managing and delivering a range of events, including in person and virtual delivery.	Essential
Developing and delivering training	Experience of writing and delivering packages of training / learning opportunities to a range of audiences, including children and volunteers	Desirable
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	Essential

	and inclusion and how this applies to this role.	
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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