

## Job Description

<b>Department:</b>	Children's Services
<b>Division/Section:</b>	Safeguarding and Quality Assurance
<b>Job Title:</b>	Children in Care Participation Officer
<b>Post No:</b>	011230
<b>Grade:</b>	6
<b>Reports to:</b>	Quality Assurance Lead
<b>Organisation Chart:</b>  <b>Show immediate manager and any jobs reporting to this post.</b>	<pre> graph TD     QAL[Quality Assurance Lead] --&gt; QA1[QA Officer]     QAL --&gt; QA2[QA Officer]     QAL --&gt; IVC[Independent Visitor and Consultation Coordinator]     QAL --&gt; CIPC[Children in Care Participation Officer]     QA1 --&gt; QA1a[QA Officer]     QA1 --&gt; QA1b[QA Officer]     QA2 --&gt; QA2a[QA Officer]     QA2 --&gt; QA2b[QA Officer]         </pre>
<b>DBS Check applicable?</b>	Enhanced <input type="checkbox"/>
	<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Line Management responsibility for:</b>	<b>No. of direct reports: 0</b> <b>No. of indirect reports: 0</b>
<b>Size of budget:</b>	- state whether <i>accountable</i> for (i.e. budget holder) or <i>accounting</i> for (e.g. monitoring)
<b>Job Purpose:</b>	To work closely with looked after children, those who have left care, the birth children of foster carers and foster carers to support them to have a say in the way services are delivered and their individual care planning.  Facilitation of group work and engagement activity with children in care and care leavers.  To support consultation with service users.

### Facilitation of Group Work

Ensuring effective facilitation of groups by working within the operation instructions and terms of reference of these.

Responsible for the day to day running of the groups. This will involve the following:-

- Keeping records of the young people attending the groups and completing session plans and evaluations.
- Contacting them and organising how young people will get to and from the groups.
- Building good relationships with the young people and their carers to ensure that the young people keep attending and remain engaged.
- Planning, organising and delivering stimulating activities for all the young people in attendance. The activities organised need to be relevant and applicable to all the young people present.
- Ensuring safeguarding of all the young people and adults present.
- Developing the group in order for it to continue to meet the needs of the young people.
- To work closely with the young people to empower and equip them to speak up for what they are entitled to as young people in care and to get the most out of their wider opportunities in school, college and work.

### Project Work

- 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.
- To plan and deliver, with support, the offer of summer activities for children in care 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.
- To plan and deliver, with support, the Children in Care awards for young people.
- To work directly with children and young people who are or have been with Permanency service foster carers on an individual and group work basis e.g. Skills 4 Life in line with the agreed care plan, or other work referred by PCC/ Permanency Social Work staff.
- To develop methods of gaining young people's feedback in a manner with which they are happy. Being creative to maximise young people's involvement in the projects and therefore gaining valid feedback.
- Responsible for completing reports that are accessible to both young people and managers.
- Responsible for managing young people's emotional needs alongside gaining their feedback for service development.
- Develop a relationship with young people in which they feel able to voice and give their views.
- Responsible for ensuring that young people are supported to be able to develop their self esteem and self confidence.

### Working Relationships

- Develop good working relationships with all staff in children's social care including: social workers, foster carers, Leaving Care team, permanency service, senior managers and elected councillors. To ensure that youth voice is part of everybody's agenda.
- To attend and participate in relevant meetings such as Team meetings, Regional Participation meetings and Foster Carer Committee meetings.

### Record Keeping – Accountability

- To manage the information to ensure effective support of the 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.

<ul style="list-style-type: none"> <li>• To write and contribute to reports when required</li> <li>• To adhere to all county council procedures regarding child protection, professional recording and equal opportunities.</li> </ul>	
<b>Generic Responsibilities:</b>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
<b>Flexibility Clause:</b>	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
<b>Variation Clause:</b>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

**DATE:**

**COMPLETED BY:**

Version: 1	Date Issued:	Review Date:
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## Person Specification

**JOB TITLE:** Children in Care Participation Worker  
**POST NO:**  
**GRADE:** 6  
**DEPARTMENT:** Children's Services  
**HOURS:**  
**DIVISION:** Safeguarding and Quality Assurance  
**DIRECTOR:** Lou Williams  
**DATE:**  
**COMPLETED BY:**

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Knowledge &amp; understanding of current issues facing young people – A/I</li> <li>Knowledge of the principles and practice of interactive communication with children and young people, including those with alternative communications/difficulties. - A/I</li> <li>Knowledge and experience of group-work models and group dynamics and planning group work. - A/I</li> <li>Practical knowledge &amp; understanding of safeguarding children and young people. - A/I</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and understanding of issues faced by children in care - A/I</li> <li>Knowledge and understanding of children's social care processes - A/I</li> <li>Knowledge of the principles and practice of youth participation - A/I</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>ICT skills – including presentation packages, databases and spreadsheets - A/I</li> <li>Experience of different ways of communicating with children and young people using a variety of mediums – from texting / emailing to website blogs; post; film / DVD etc. - A/I</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of gaining young people's views and of different participation methods - A/I</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with children in care. - A/I</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>NVQ level 4 or equivalent</li> </ul>	
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>Flexible to work weekends, evenings and residential work where necessary. - A/I</li> <li>Full driving license with use of own car - A/I</li> </ul>	
<b>EQUALITY</b>	<ul style="list-style-type: none"> <li>Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. - A/I</li> </ul>	
<b>CUSTOMER CARE</b>	<ul style="list-style-type: none"> <li>Knowledge and understanding of effective customer care (A &amp; I)</li> </ul>	

[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]