

Job Description

Department:	Children's Services
Division/Section:	Safeguarding and Quality Assurance
Job Title:	Participation Officer
Post No:	
Grade:	8
Reports to:	QA Lead Participation and Independent Visiting
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<pre> graph TD A[Deputy Safeguarding Lead] --> B[QA Lead Participation and Independent Visiting] B --> C[Participation Officer] </pre>
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Line Management responsibility for:	No. of direct reports: 0 No. of indirect reports: 0
Size of budget:	

Job Purpose:	<ol style="list-style-type: none"> 1. To promote the engagement, participation and inclusion of children and young people across the city. 2. To lead engagement with all children open to Children Services including facilitation of surveys, consultation, group work, engagement activity and co-production with to ensure their feedback shapes services. 3. To work closely with Children in Care and Care Leavers to support them to have a say in the way services are delivered and their individual care planning. 4. To lead the development of specific groups including the Children in Care Council and Youth Council and support and link with other participation groups in the city. 5. To work alongside council departments as the subject matter expert to ensure that young people's voice is amplified and considered in any engagement between the City Council and key partners.
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Main Duties and Responsibilities:

<ol style="list-style-type: none"> 1. To develop effective means of engaging with children and young people with Children's Social Care experience, particularly those on Child in Need and Child Protection plans, including surveys, focus groups, and online and face to face meetings. 2. To maintain an effective feedback loop so that feedback from children and young people with Children's Social Care experience shapes service development. 3. To guide and support participation groups including the Children in Care Council, Peterborough Care Leaders and the Children in Charge Youth Club, Young Recruiters, Young Inspectors, Young Trainers and others. 4. To build the capacity and involvement of the Children in Care Council and Peterborough Care Leaders in decision making, consultation, co-production and service design and delivery, and support them to share their expertise with corporate parents. 5. To take responsibility for organising, risk accessing and delivering fun, purposeful and meaningful group sessions and events including residential trips which are young people led in order to promote the voices of young people across the city. 6. To develop the membership, engagement and sign up to all participation and youth voice opportunities through effective promotion, signposting and participation support and networking with key partners. 7. To represent Peterborough in local, regional and national networks of participation practitioners. 8. To establish and foster links with other key youth organisations in the city and within key communities, building rapport based on shared resources and work in partnership to identify joint solutions to youth integration and cohesion challenges. 9. To support the recruitment, running, elections and work programme of the Youth Council and Youth MPs and help them deliver outcomes according to their set aims. 10. To link with the other projects for children and young people to ensure that young people are represented within these. 11. To achieve set targets and outcomes and help to ensure monitoring is completed to evidence impact.
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Information & Process Management

1. To develop, co-ordinate and monitor the systems that support participation, develop process management systems where necessary to ensure that your activities are delivered effectively, on time, to target and within budget.
2. To gather meaningful feedback from children and young people on services and support them to make appropriate recommendations for service delivery changes accordingly. To ensure all feedback is shared with the service in the Feedback Loop Report.
3. To lead on the development, promotion and maintenance of systems and resources that will be a central hub of information to support the work of the team.
4. Under the direction of the team manager contribute to discussions with service providers and other stakeholders in order to encourage them to develop and deliver their services in new and innovative ways that meet young people's needs and expectations. To identify and make recommendations for the implementation of best practice as appropriate.
5. To process all financial transactions in line with PCC procedures for all commissioned activities under the guidance of the team manager.

Generic Responsibilities:	<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 & 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>
Flexibility Clause:	<p>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.</p>
Variation Clause:	<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:

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Person Specification

JOB TITLE: Participation Officer

POST NO:

GRADE: 8

DEPARTMENT: Children's Services

HOURS: 37 hours

DIVISION: Safeguarding and Quality Assurance

DIRECTOR: Alison Bennett

DATE:

COMPLETED BY:

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<p>Up to date knowledge of youth work theory and practice.</p> <p>Knowledge and understanding of current issues facing young people.</p> <p>Knowledge of the principles and practice of interactive communication with children and young people.</p> <p>Knowledge and experience of group-work models and group dynamics and planning group work.</p> <p>Practical knowledge & understanding of safeguarding children and young people.</p> <p>Knowledge of the principles and practice of participation.</p>	<p>Knowledge and understanding of issues faced by children with social care involvement.</p> <p>Knowledge and understanding of children's social care processes.</p> <p>Experience of working with children in care.</p>
SKILLS & ABILITIES	<p>Ability to understand cultures and practices of different communities.</p> <p>ICT skills – including presentation packages, databases and spreadsheets.</p> <p>Ability to organise, plan, deliver and evaluate projects, programmes and activities within deadlines.</p>	<p>Ability to speak additional languages/dialects.</p>

	<p>Excellent verbal and written group presentation skills.</p> <p>Good communication skills with both young people, parents and carers, partners and colleagues.</p> <p>Ability to effectively consult and communicate with officers, elected members and partners with excellent oral, written and presentational skills</p> <p>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.</p>	
EXPERIENCE	<p>Proven track record of successful group work with children and young people.</p> <p>Experience of actively engaging young people in decision making.</p> <p>Experience of project planning, delivery and evaluation and reflective practice.</p>	Experience of carrying out qualitative research with young people.
QUALIFICATIONS	Key Skill Level 4: Bachelor's degree; HNC; HNDNVQ level 4 or equivalent; including professional qualification (youth work, social work).	
PERSONAL CIRCUMSTANCES	<p>Ability to work weekends, evenings and overnight residential work where necessary.</p> <p>Full driving license with use of own car.</p>	
EQUALITY	<p>Understanding and commitment to the principles underlying equal opportunities.</p> <p>Understanding of the principles of GDPR (General Data Protection Regulation).</p>	
CUSTOMER CARE	Knowledge and understanding of effective customer care.	

[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.]

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