 **JOB DESCRIPTION APPENDIX 1**

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| **Post Title:** Participation Worker | | **Director/Service/Sector: Quality Assurance and Practice** | | **Office Use** |
| **Grade: Band 5** | | **Workplace:** Venues across Northumberland | | **JE ref:4518**  **HRMS ref:** |
| **Responsible to:**  Participation Team Manager | | **Date: January 2025** | **Manager Level:** |
| **Job Purpose:**  Leading the coordination of the planning, organisation and delivery of the Participation Strand. This will include the monitoring and evaluation of young people’s participation across Northumberland. | | | | |
| **Resources** | Staff | Participation, Advocacy & Participation Officer, Youth Support Worker | | |
| Finance | | Effective management of allocated budget as appropriate  Salary Band 5 | | |
| Physical | | Managing resources to and from storage as needed | | |
| Clients | | 13-19 yr olds across Northumberland (11-25 with additional needs). Junior work with 9-13 yr olds may also be required. | | |
| **Duties and key result areas:**   1. Supporting young people and their families ensuring they are actively involved in the development and delivery of services which affect them. To support young people to directly identify the issues which affect them and to support them to appropriately self-advocate to have their voices heard. 2. To support the planning of and ensure effective delivery of the following;  * Voices Making Choices (VMC) * Youth Parliament * Youth Cabinet * Consultation * Advocacy (Awareness, understanding of Children In Care, Care Experienced Young People, Child Protection, Child In Need, SEND, Early Help, Children in Permanency arrangements outside of their birth parents care ie SGO, CAO) * Safeguarding  1. Work directly with and support children, young people, and parents to ensure their views and experiences shape the development in Northumberland, delivering innovative, meaningful and co-produced participation work, 2. To lead in the creation and maintenance of diverse and active Parent and Carer Panels in localities, providing options to access digitally and by proactively working to engage parents or carers that might not usually become involved. 3. To coordinate participation and community development activity which ensures that children, young people and families’ views are heard and acted upon by decision-makers, initially planning provision through to improving existing provision 4. Lead the delivery of engaging and participatory workshops and other 1-1 and group activities with children, young people and parents and carers, using principles of coproduction to design and create new outputs which advance our policy, campaigns and communications priorities. 5. Enhance the multi-agency staff team’s knowledge and practice in effective and innovative participation approaches – particularly through digital/online means. 6. Contribute to monitoring, evaluation and reporting of the impact of participation work and outcomes for service users. 7. To work effectively and in partnership across Northumberland County Council. 8. To coordinate and deliver participation programmes and mechanisms at a local / countywide level 9. To lead on the development and implementation of Development and Delivery Plans, ensuring that the programme of work contributes to the individual requirements of each strand (Prevention, Early Help and Participation), Strategic Priorities and Northumberland County Council (NCC) Corporate priorities 10. To represent the council at both local and countywide level including attending all relevant service improvement agenda meetings, training events etc as required by the Quality Assurance Head of Service. 11. To be committed to equal opportunities and to comply with the County Council’s Equal Opportunities Policy. 12. To complete all required learning as directed by NCC. This includes ensuring all line managed staff complete all required learning 13. To be committed to safeguarding and to comply with Northumberland County Council’s safeguarding policies and procedures. This includes ensuring all line managed staff complete all required safeguarding training 14. To be committed to General Data Protection Regulations (GDPR) and all associated policies and procedures. This includes ensuring all line managed staff follow GDPR policies and procedures 15. To adhere to the rules, procedures and Code of Conduct of the County Council. 16. Any other duties as required by the Participation Team Manager.   The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | |
| **Work Arrangements** | | | | |
| Transport requirements:  Working patterns:  Working conditions: | | Travel in and around the county to attend meetings as and when required.  Daytime, evening and weekends as required.  Dependant on programme of work as identified through needs analysis of client group. | | |

 **PERSON SPECIFICATION**

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| **Post Title:**  Participation Worker Professional Range (27-30) | **Director/Service/Sector: Quality Assurance and Practice** | Ref:4518 | |
| **Essential** | **Desirable** | | **Assess**  **by** |
| **Knowledge and Qualifications** | | | |
| JNC Nationally qualified practitioner, level 5 or above  Health, Safety & Welfare issues  Safeguarding and Child Protection issues  Equal Opportunities  Govt policy in relation to young people. | NVQ or post graduate diploma | |  |
| **Experience** | | | |
| Substantial post qualification experience of delivery of centre based and non centre based youth work.  Face to face youth work, in formal and informal settings.  Work in partnership with other agencies | Delivery in a range of youth work settings including town and rural settings.  Work with disengaged young people.  Collaboration with the voluntary youth work sector.  Reporting within management structures.  Management of Buildings and other resources  Fundraising experience | |  |
| **Skills and competencies** | | | |
| Flexibility in use of your time and in organisation of your work.  Negotiation skills.  Conflict resolution skills  Budget management and administration  Ability to stimulate, motivate and inspire others to work effectively in youth work settings.  Experience of supervising / coaching other youth work staff. | Creativity in use of resources  Provision of advice to other agencies  Appraisal/Supervision Training | |  |
| **Physical, mental and emotional demands** | | | |
| Discretion/confidentiality  To be able to meet the physical requirements of the post and be able to work under pressure caused by workload.  In additional to be able to manage the emotional demands of the post that are caused by managing distressing issues involving children such as death, emotional, physical or sexual abuse.  The skills and experiences of working with IT to record accuracy on children’s records. Complete reports and understanding data. |  | |  |
| **Other** | | | |
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits