



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Participation and Engagement Officer

GRADE: Band 6

RESPONSIBLE TO: Participation and Engagement Lead

RESPONSIBLE FOR:

Overall Objectives of the Post:

To assist with the planning and delivery of the local authority's participation and engagement agenda; helping to ensure children and young people across the borough have a voice and are able to influence decision makers when issues are important to them. To promote the participation of children and young people through creative, high quality events and activities tailored to meet their needs.

1. Support the Council's Participation and Engagement Strategy by delivering a high quality offer to promote and enable children and young people's engagement and participation.
2. Lead on initiatives / projects which enable children and young people to express their views on services and decisions which affect them, from high level strategic decisions, through to individual decisions.
3. Ensure that formal structures run effectively with reference to the Participation and Engagement Plan; are safe, creative and inclusive forums which retain a clear focus on the group's objectives and goals and deliver work which has impact for children and young people across the Borough.
4. Work collaboratively with colleagues across the Council to embed participation and engagement principles, raise the profile of the work and extend opportunities for colleagues to support participation and engagement.
5. Demonstrate an inclusive approach, ensuring that our participation offer engages children and young people from a range of backgrounds, and with a range of experiences and needs. Work with children from vulnerable groups showing sensitivity in promoting safety and well-being for all.
6. To contribute to the effective implementation of service development and working practices to achieve the Council's priorities.

Key Tasks of the Post:

1. ***Promoting children and young people's participation and engagement. You will:***
 - Put in place approaches designed to engage the widest constituency of children and young people, and support their involvement at all levels of Council planning and service delivery.
 - Design and deliver creative approaches for engagement with children and young people, a wide range of staff, Managers, Leaders and Members, to support increase engagement and influence.
 - Promote the principles, work and achievement of the service both through a range of media and also through personal representation.
 - Contribute to an effective communication and publicity strategy to promote and raise awareness of participation activity across South Tyneside, organising events and materials as required.
 - Promote recognition and celebration of the achievements of children and young people (including children in care through) schemes and events.

- Promote the Rights of the Child and a rights based approach.
- 2. *Ensure children and young people's views have an impact on services and decisions. You will:***
- Lead consultation and engagement exercises including co-design with children and young people, with a focus on the difference that engagement can make.
 - Engage colleagues across the council in supporting exercises and projects, to ensure widest participation and a broad understanding across the workforce.
 - Collate and analyse feedback to provide a summary of views. Feedback outcomes to children and young people through forums and/or social media channels.
- 3. *Facilitate the participation of children and young people in governance arrangements. You will:***
- Lead one or more key forums (e.g. South Tyneside Young People's Parliament, MAGIC) and ensure the forums are open, inclusive and safe spaces with continuous recruitment. Lead responsibility for annual planning.
 - Ensure that forums establish and maintain positive relationships with key Council Members, and appropriate governance and decision making structures within the Council, Schools or other organisations which the forums wish to influence.
 - Be responsible for planning events and activities offering positive opportunities and which are safe (including risk assessment).
- 4. *Support the development of Participation and Engagement capacity. You will:***
- Work flexibly to support all areas of participation activity, this may include: helping to facilitate Participation Champions sessions or staff training, and supporting Children in Care Council (events and activities, etc.)
 - Promote good engagement practice through training, support and advice for colleagues.
 - Liaise closely with a range of external organisations, particularly schools, to actively extend the engagement of children and young people in key campaigns and projects.
- 5. *Work inclusively and sensitively with cohorts and individuals including those who are vulnerable. You will:***
- Be responsible for ensuring and promoting the welfare of children and young people, including for groups and individuals; familiarity with South Tyneside's Safeguarding policy & procedures.
 - Ensure that adults participating in engagement activities are clear about their role in providing a safe environment and support for children and young people.
 - Act as a caring and conscientious Corporate Parent with all Children Looked After and Care Leavers; seek professional advice to support tailored work with a range of vulnerable groups.
- 6. *General***
- To attend team meetings and participate in team development.
 - To contribute to the implementation of monitoring and evaluation systems, which are robust and compatible with the quality audit inspection framework.
 - To contribute to relevant national, regional and local initiatives.
 - The development, dissemination and evaluation of innovative and creative practice in Children's Rights and Participation, which is concurrent with relevant theory and legislation.
 - Responsible for carrying out all the duties of the job in accordance with the local authority's policies and procedures.
 - To undertake such other duties as are within the scope of the job purpose, the title of the job and its grading.
 - To take part in and prepare for supervision and annual appraisal with the Participation and Engagement Lead.
 - Manage monies within the direction of the Participation and Engagement Lead.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to help, where appropriate and necessary, with the training and development of fellow colleagues.

All employees have a responsibility of care for their own and others health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Specific terms and conditions

To achieve the best engagement with children and young people, a significant part of this work takes place outside of “normal” office hours. The role holder is expected to routinely work one evening per week; and over a year, approximately 3 days locally at weekends; 2 weekends away.

The pattern of working hours will be agreed. Weekend work will be subject to TOIL.

Reference: MB/CL

Date: 29.01.18