

## **DARLINGTON BOROUGH COUNCIL**

### **CHILDREN'S SERVICES**

#### **JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	Participation and Engagement Apprenticeship
<b><u>GRADE :</u></b>	NMW Apprenticeship
<b><u>JOB EVALUATION NO.</u></b>	C2753
<b><u>REPORTING RELATIONSHIP</u></b>	Team Manager
<b><u>JOB PURPOSE :</u></b>	To work as part of the Looked After Through Care Service, to ensure that the voices of children looked after and leaving care are heard.
<b><u>POST NO.</u></b>	D14074
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	Level 1, Expected Competencies for all employees
<b><u>TRAINING</u></b>	You are expected to undertake and complete all components of the apprenticeship standard/framework at level 2

#### **MAIN DUTIES/RESPONSIBILITIES**

1. Speak directly to children involved in services including Looked After Children and Care Leavers, and report what they say back to Corporate Parenting Panel.
2. Make suggestions to the Corporate Parenting Panel about how they might improve their services based on the feedback gathered from those children and young people.
3. Explore, create and promote new ways for services to get feedback from children and young people.
4. Create links to other youth councils/networks/children in care councils and;
  - (a) promote the work of Darlington Borough Council Children's Services
  - (b) encourage wider youth engagement and consultation in the work of the Corporate Parenting Panel.
5. Set up task and finish groups that will help design new guidance and tools and challenge and hold the Corporate Parenting Panel account on specific actions.
6. To assist with the recruitment of new staff within Children's Services, by sitting on a young person's panel during the interview process.
7. To assist with developing and reviewing Darlington Borough Council's 'Local Offer' to Care Leavers.

8. Carry out administrative tasks to support the delivery of the Darlington Borough Council Training Programme i.e. booking venues, preparing course materials etc.
9. To provide good customer care and anti-discriminatory practice.
10. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
11. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
12. Carry out your role in line with the Council's Equality agenda.
13. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
14. Any other duties of a similar nature related to this post that may be required from time-to-time.
15. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
16. You are required to safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
17. This post has a high level of contact with, and responsibility for, children
18. This post involves frequent contact with, and occasional responsibility for, children
19. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
20. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: September 2018

**DARLINGTON BOROUGH COUNCIL**

**CHILDREN'S SERVICES**

**PERSON SPECIFICATION**

**PARTICIPATION AND ENGAGEMENT APPRENTICESHIP**

**POST NO. D14074**

All appointments are subject to satisfactory references.

<b>Criteria No.</b>	<b>Attribute</b>	<b>Essential (E)</b>	<b>Desirable (D)</b>
	<b>Qualifications &amp; Education</b>		
<b>1</b>	GCSE's Grade A to C including Maths and English (awarded pre 2017) GCSE's Grade 9 to 4 including Maths and English (awarded 2017 onwards) Functional Skills Level 2 in English and Maths		<b>D</b>
<b>2</b>	GCSE's Grade E or above including Maths and English (awarded pre 2017) GCSE's Grade 3 or above including Maths and English (awarded 2017 onwards) Functional Skills Level 1 in English and Maths	<b>E</b>	
	<b>Experience &amp; Knowledge</b>		
<b>3</b>	Experience of working as part of a team (this could be in a sporting, educational, work or social setting).	<b>E</b>	
<b>4</b>	Experience of working with young people and involvement in youth activities in a young leader role		<b>D</b>
	<b>Skills</b>		
<b>5</b>	Effective communication and listening skills	<b>E</b>	
<b>6</b>	Ability to work as a team.	<b>E</b>	
<b>7</b>	Ability to form effective working relationships with both colleagues, young people and their parents/carers	<b>E</b>	
	<b>Personal Attributes</b>		
<b>8</b>	The ability to solve problems logically	<b>E</b>	
<b>9</b>	High personal standards and self-discipline in working to tight deadlines	<b>E</b>	
<b>10</b>	Self-motivated.	<b>E</b>	
<b>11</b>	Patience and understanding of the problems of vulnerable and hard to reach young people including young offenders.		<b>D</b>
	<b>Special Requirements</b>		
<b>12</b>	Able to work weekends and evenings as required	<b>E</b>	
<b>13</b>	Capable of independent travel to carry out the requirements of the post	<b>E</b>	
<b>14</b>	Interest in working with children to promote their development and educational needs.	<b>E</b>	
<b>15</b>	Ability to form and maintain appropriate relationships and personal boundaries with children.	<b>E</b>	
<b>16</b>	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	<b>E</b>	
<b>17</b>	Suitability to work with children.	<b>E</b>	