



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Participation and Engagement Officer: The WorkPlace

GRADE: Band 6

RESPONSIBLE TO: Participation and Engagement Lead

RESPONSIBLE FOR:

Overall Objectives of the Post:

South Tyneside Council has received Innovation funding from the Department for Education to transform our Education, Training and Employment offer to for children looked after and care leavers. This two year project will re-think our EET offer and all the touchpoints for children and young people, working closely with them to re-imagine and re-design the service.

This role will be part of the Participation and Engagement Team, with a focus on the objectives of the WorkPlace project. The role will lead work to ensure that Care Leavers are consulted, engaged and direct the work of the project, with their expertise by experience adding significant value.

In addition, the role holder will work to extend engagement with other relevant groups including Children with Disabilities, and SEND.

Our goal is to achieve sustainable change, so roles and work need to be carefully planned to be deliverable within long- term staffing and partnership structures.

Key Tasks of the Post:

1. *Young people's participation and engagement.*

- Develop existing (and introduce new) approaches designed to engage the widest constituency of young people who have an experience of the service. Engage with the wider group of care leavers to capture their views and experiences. This will in turn ensure care experienced young people, and their personal experiences and feedback, influence service delivery and development.
- Development of the Care Leavers Council, supporting a step-change in engagement and influence which can be sustained over the long term.
- Development of engagement for children with other barriers to EET, including Children with disabilities and SEND.
- Collect and collate key information relating to the experiences of young people with a current or past relationship with the service with particular regard to Education and Employment (also encompassing: Pathway Planning, Accommodation, Finance and Transitions, etc.).
- Design and deliver creative approaches for engagement with children and young people, a wide range of staff, Managers, Leaders and Members, to support increased engagement and influence.
- Responsible for planning events and activities offering positive opportunities and which are safe (including risk assessment).

2. *Support the WorkPlace project.*

- Be an active member of the Project Team, completing tasks in line with the programme plan and requirements.
- Ensure that young people's views inform the Project in a broad sense and support colleagues to identify how they can use feedback from young people to inform their work.
- Maintain a resource which enables the project to track how young people's feedback has informed service, and communicate with the wider service.
- Engage in research and monitoring activity as required by the project evaluation partner.

3. *Support Participation and Engagement.*

- Support other areas of participation activity, this may include: working closely with WorkPlace colleagues on the approaches to engagement; helping to facilitate Participation Champions sessions or staff training, supporting events and activities, etc.
- Promote good engagement practice through training, support and advice for colleagues.
- To promote recognition and celebration of the achievements of children and young people (including children in care) through schemes and events.
- Lead work on sharing learning within the Region.

4. *Work inclusively and sensitively with cohorts and individuals including those who are vulnerable.*

- 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.

5. *General*

- Promote the principles, work and achievement of the service both through a range of media and also through personal representation.
- Promote the Rights of the Child and a rights based approach.
- Attend team meetings and participate in team development.
- 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.

6. *Specific terms and conditions*

- As this role is engaged with children and young people, a significant part of the work takes place outside of “normal” office hours. The role holder is expected to work flexibly to include evenings and weekends. The team operate a flexi time system to manage work hours.

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.

Reference: MB/CL

Date: 1.11.18