



Job Title:	Inclusion and Participation Lead
Team/Service Area:	Education
Salary/Grade:	Grade 5
Line Manager:	Inclusive Education Advisor
Direct Reports:	0
Location:	Your normal place of work will be at the Bunny Hill Centre, but you may be required to work at any Company recognised workplace.

About Us

Established in 2017, Together for Children Sunderland is on a mission to improve services in social care, early help and education and engage the whole community in giving children and young people in Sunderland the best possible opportunity to thrive.

Our dedicated workforce strives to make a difference, irrespective of our work vocation or specialism.

We value diversity and actively seek candidates from all backgrounds, including various ages, disabilities, neurodiverse individuals, gender identities, sexual orientations, religions, beliefs, races, and cultural backgrounds. Our inclusive workplace culture fosters collaboration and excellence.

Find out more: [Find out more - Together for Children](#)

About the Role

This role helps children and young people across Sunderland to have their voices heard and be involved in the coproduction of high-quality services that impact their lives.

You will support Sunderland Youth Council (SYC), Members of Youth Parliament and other participation groups to champion children's voices across the city.

You will work directly with children, young people and families in schools, alternative provisions, their home and community settings to provide support.

You will work with children, families and schools ensure that children experiencing bullying receive the right support.

You will work outcomes for vulnerable children, young people and their families, particularly against the Company's Key Performance Indicators.

This role is exempt from the Rehabilitation of Offenders Act 1974 and therefore requires a satisfactory Enhanced Disclosure and Barring Service (DBS) Check.

Key Responsibilities

- Lead Sunderland Youth Council and support Members of Youth Parliament and other participation groups to influence positive change.
- Create sustainable opportunities for children and young people to shape, coproduce and improve services and decisions affecting their lives.
- Maximise participation and youth voice across Education, Access & Inclusion, Attendance and Virtual School.
- Undertake outreach and early help work with children and families, including assessments, home visits and coordinating the team around the child.
- Assess needs, agree plans, monitor attendance, engagement and progress, and adjust support where required.
- Work with education colleagues and alternative providers to improve progress and support transitions into mainstream education, post-16 provision or employment.
- Deliver evidence-based child development, behaviour and engagement programmes, including support to prevent young people becoming NEET or reoffending where applicable.
- Provide advice, activities and direct support on bullying, and coordinate the citywide Anti-Bullying Charter Mark.
- Work with partners to develop campaigns and activities that involve young people in coproducing services.
- Gather and analyse feedback, evaluate the impact of participation and anti-bullying work, and recommend improvements.
- Maintain accurate, secure records and ensure children, young people and families are connected to relevant universal and specialist support.
- To safeguard and promote the welfare of children and young people.
- Champion equity, diversity and inclusion in all aspects of your work and the communities you assist.

Safeguarding and Child Protection

- Maintain close links with a child/family as well as the child's education setting.
- Ensure accurate, timely recordings on the child's individual file, analysing and reflecting on the child's progress.
- Follow safeguarding procedures and liaise with multi-agency partners.
- Develop professional, honest relationships with parents and children.

- Contribute to the targets to reduce the number of cared for children, children on child protection plans, children on child in need plans and first-time entrants into the youth justice system.

Training

- Be part of the team delivering multi-agency training about early help, anti-bullying and engagement, the thresholds, neglect, and other aspects of support for children, young people, and families.
- Be a source of advice to colleagues and partners about early help and anti-bullying and engagement their roles and responsibilities and support them to deliver effective early help in line with those agreed responsibilities.

Company Contribution

- Support the Company and its partners during any relevant inspection, including Ofsted inspections, providing such performance data, documents, and analyses as are requested. You will contribute to the Self-Assessment and other preparatory activities in respect of Education.
- Promote the work of the Education directorate among partners, celebrating success and encouraging improvements in service provision at all levels.
- Attend such staff meetings, briefings and training as required by the Director of Education or Head of Service.

Our Expectations

You must undertake this role in accordance with the requirements set out below:

- Comply with Together for Children's Code of Conduct, People policies and procedures, Health and Safety Policy and EDI Statement.
- Uphold all relevant professional policies, standards and legislative requirements
- Adhere to the Data Protection Act 2018 and GDPR principles in relation to the management and handling of personal and/or sensitive information and respect the privacy of personal information managed by Together for Children Sunderland.
- Comply with the Freedom of Information Act 2000.

This job description is a guide to the duties you will be expected to perform. It is not an exhaustive list, and you may be required to undertake other tasks and duties not listed that are reasonably commensurate with the job role and grade of the post.

Where a fundamental change to the job description is needed this will be discussed with the postholder prior to any changes being made

Date: July 2026

Person Specification – Inclusion and Participation Lead

The essential requirements for this post and how candidates will be assessed are set out below. Where ‘application form’ is the method of assessment, candidates should evidence that they meet these criteria, to be successful at the shortlisting stage.

We encourage the use of different methods of assessment, including using skills-based assessments, as part of the selection process. Any assessments will usually be carried out prior to interview for shortlisted candidates. Examples include job-related tasks (e.g. analysis of data, in-tray exercise, case study analysis), presentation, group exercises, Children and Young People’s Panel.

Essential Requirements	Method of Assessment
Qualifications • Level 3 or higher qualification in an appropriate discipline. • Level 2 English & Maths (Grade C GCSE or equivalent) • At least one accredited youth work, parenting, counselling, play therapy, mental health, domestic abuse, or a relevant attendance training qualification • Must have access to transport and be able to work in the community	Application Form
Experience • Working with children, young people, and their families • Working in a challenging and pressured environment • Multi-agency, inter-disciplinary working • Co-ordinating family support meetings (or equivalent, such as Teams Around the Family)	Application Form / Interview
Knowledge and Understanding • The problems faced by children, young people, and their families nationally, regionally, and locally • The legal framework pertaining to safeguarding and child protection and attendance procedures • Early help systems and processes • SEND Code of Practice • UN Convention of the Rights of the Child	Interview / Skills-based assessment
Skills and Abilities	

• Comply with confidentiality, information-sharing, GDPR and safeguarding requirements • Build effective professional relationships with children, young people and families • Communicate effectively, verbally and in writing, with varied audiences • Assess, plan, review and measure progress towards agreed outcomes • Work flexibly and independently • Make sound decisions and solve problems • Identify and respond appropriately to risk • Respond professionally to significant challenge • Support and guide team members when needed • Prioritise changing workloads, meet demanding deadlines and targets, and work to national standards	Skills based assessments / Interview
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