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| **Department** | **Department of People** |
| **Job Title** | **Participation and Engagement Lead (Leaving Care)** |
| **Grade** | **GRADE H** |
| **Primary Purpose of Job** | To develop participation activities for Care Leavers and assist Care Experienced Young People to engage in the review and development of services for Looked after Children and Care Leavers in Bolton. |
| **Reporting To** | Team Manager Participation Team  |
| **Responsibilities** | * To coordinate and deliver an appropriate schedule of participation activities for Care Leavers, offering direct support where necessary to encourage engagement.
* To assist Young People to become fully involved in consultation, decision making processes and the design and delivery of Young Peoples’ services in Bolton.
* To develop, review and update the Care Leavers’ Participation Action Plan
* To develop and maintain a Care Leavers’ Forum.
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**Main Duties**

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| **1** | To remain conversant with current models of consultation and participation and promote good practice for professionals and carers by providing training advice and guidance where necessary. |
| **2** | To work with managers to promote the engagement of young people in consultation and decision making and to ensure their voice is heard. |
| **3** | Work with individual and groups of Young People to help them make informed decisions. |
| **4** | To enable Care Experienced Young People to take part in consultation events and engage in decision making forums eg Corporate Parenting Board. |
| **5** | To organise events eg for Care Leavers’ week each year; to co-produce events with Young People where possible |
| **6** | To ensure Care Leavers’ needs and views are promoted within the Council and partnering agencies |
| **7** | To prepare (co-produce) a newsletter (or alternative formats providing information) to provide information about events and achievements. |
| **8** | To ensure that Care Leavers’ views are represented in the Local Offer for Care Leavers |
| **9** | To work with groups to promote individual growth, development and independence. |
| **10** | To prepare and assist Young People to participate in the recruitment and selection of staff. |
| **11** | To assist Young People to develop positive support networks. |
| **12** | Develop peer mentoring opportunities for Young People and supervise the Young People who undertake this. |
| **13** | Assist colleagues to improve Young People’s engagement in Pathway Planning processes, reviews etc. |
| **14** | Help to ensure Care Leavers understand their entitlements |
| **15** | Develop a register of Young People who would be willing to provide feedback on a variety of issues. |
| **16** | Maintain records and prepare reports about consultation events, issues and outcomes for presentation to strategic decision-making bodies as necessary. |
| **17** | Assess and manage risks to individuals, families, carers, groups and communities. Assess, minimise and manage risk to self and colleagues. |
| **18** | Manage and be accountable for your own work |
| **19** | Contribute to the management of resources and services. |
| **20** | To lead and assist Young People in fund raising for participation and consultation purposes. |
| **21** | To manage a budget for consultation and consultation purposes that will provide expenses for events and Young People as well as funding the purchase of necessary materials etc. |
| **22** | Work within multi-disciplinary and multi-organisational teams, networks and systems. |
| **23** | To manage / coordinate streams of communication with Young People for consultation or information giving purposes, for example via social media, web site etc where used.  |
| **24** | Organise and maintain the effective use of information technology systems and software |

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| **Date Job Description prepared/updated:** | August 2018 |
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| **Job Description prepared by:** | Head of Service |



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| **Department** | **department of people** |
| **Job Title** | **Participation and Engagement Lead (Leaving Care)** |
| **Stage One** | Disabled Candidates are guaranteed an interview if they meet the essential criteria |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | To be able to prepare, produce, implement and evaluate participation and consultation events for young people. | Application Form / Interview |
| 2. | Understanding and knowledge about relevant models of practice and theory about participation / co production / consultation and engagement processes with young people.  | Application Form/Presentation |
| 3. | Demonstrate the ability to engage young people in participation and decision-making forums. | Interview |
| 4. | Demonstrate the ability to develop, implement, monitor and review action plans. | Application Form/Presentation |
| 5. | Ability to work with individuals and groups to develop support networks and achieve planned outcomes  | Interview |
| 6. | Ability to reduce contact and withdraw from relationships with individuals and support groups appropriately. | Interview  |
| 7 | Ability to maintain financial records and manage a small budget effectively. | Application Form / Interview  |
| 8. | To have the ability to assist or advocate for service users, to represent their needs, views and circumstances | Interview |
| 9 | Understanding and knowledge of safeguarding procedures. | Application Form / Interview |
| 10. | Ability to prepare reports and documents for decision-making forums, and work with young people to help them understand the procedures, outcomes, and to be involved in decision-making forums.  | Interview |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| 11. | To be able to identify, assess and manage risk to service users whilst balancing their rights and responsibilities. | Interview |
| 13. | To be able to assess potential risk and work within risk assessment and management procedures to minimise stress and risk to self and colleagues | Application Form / Interview |
| 14. | To be able to manage, prioritise and monitor own work, and use professional managerial supervision to improve your practice. | Application Form / Interview |
| 15. | To be able to develop young people to contribute to monitoring the effectiveness and quality of services. | Interview |
| 16. | To be able to maintain accurate, complete, accessible and up-to-date records and reports which meet legal and policy frameworks. | Application Form / Interview |
| 17. | Ability to work effectively within a multi-disciplinary team and systems. | Interview |
| 18. | To work within the principles and values underpinning participation and consultation practice with the ability to review and update your own knowledge of legal, policy and procedural frameworks and models and methods. To develop and improve your own professional practice and contribute to team development. | Application Form / Interview |
| 19. | To demonstrate the ability to identify, assess and devise strategies to deal with ethical issues, dilemmas and conflicts. | Interview |
| 20. | To have the ability to organise and maintain the use of Information Technology, systems and software and have an awareness of how young people utilise social media etc. | Application Form / Interview  |
| 21. | Ability to support learning through presentations, coaching and/or group work as appropriate | Presentation |
| 22. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | Interview |

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| **2. Experience/Qualifications/Training etc** |
| 1. | Professional qualification at degree level in a related field e.g. education/social work/youth work/policing/ family support/voluntary sector OR significant practical experience in an advocacy or participation setting, with the ability to evidence strategic and operational engagement to improve outcomes for, and the profile of, young people who have been in the care system. Experience may include time in the care system. | Application Form / Interview / Certificate |
| 2. | Training in or awareness of the issues faced by young people leaving care  | Application Form / Interview |
| 3. | Experience of undertaking consultation / participation work with children or young people | Application Form / Interview |
| 4. | Knowledge of relevant legislation / policy / guidance for this area of work | Application Form / Interview |
| 5. | Experience of work with individuals and groups to develop support networks and achieve planned outcomes  | Application Form / Interview  |
| **3. Work Related Circumstances** |
| 1. | The nature and demands of the post holder’s time are not always predictable and there will be an expectation that work will be required outside normal hours. | Interview |
| 2. | This post has been designated an essential car user post. Applicants must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | Application Form / Interview |
| 3. | This post is subject to an enhanced disclosure from the Disclosure & Barring Service | Application Form / Interview |

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| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| 1. | Experience of working with young people leaving care. | Application Form |
| 2. | Experience of developing implementing and evaluating a programme of participation work with young people. | Application Form |

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| **Date Person Specification prepared/updated:** | **August 2018** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This 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. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.