

**JOB DESCRIPTION**

|  |
| --- |
| **Post Title**: Bury Childrens Rights Service Project Worker |
| **Department**: Children, Young People & Culture | **Post No**:  |
| **Division/Section**: Safeguarding Unit | **Post Grade**: Grade 8 |
| **Location**: Various, must be prepared to work at any of the local authorities establishments. | **Post Hours**: 37 hours but subject to service requirements |
| **Special Conditions of Service**: Work Outside normal office hours will be required from time to time |
| **Purpose and Objectives of Post**:To deliver advocacy services to children and young people looked after by Bury Local Authority.To promote and advocate the wishes, feelings and rights of the child/young person within a multi agency framework. |
| **Accountable to**: Executive Director of Children, Young People & Culture |
| **Immediately Responsible to**: Bury Childrens Rights Service Manager |
| **Immediately Responsible for**: Independent Visitors, volunteers and student/training placements. |
| **Relationships: (Internal and External)**Internal – with all other Bury Departmental staffExternal – with Children Young People their families and carersWith carers and support workersWith staff from other sections/departments of the local authority as appropriateWith staff in relevant statutory and voluntary organisations and settingsWith members of the council, elected members of the public and the local community |
| **Control of Resources**: To adhere to Health and Safety Policies in relation to self and others |
| **Duties/Responsibilities**:  |
| 1. To advocate on behalf of Children and Young people in Bury who are ‘Looked After’ to represent their wishes and feelings in accordance with their care/pathway plans.
2. To maintain confidentiality in accordance with the procedures of the service.
3. To support service users to have their voice heard in accordance with The Children’s Act (1989/2004), The United Nations Convention on the Rights of the Child (UNCRC, 1989) and The National Advocacy Standards (2002).
4. To represent the wishes and feelings of children and young people and negotiate effectively with other professionals on their behalf.
5. To support service users to access the local complaints procedure where they are unable to do so themselves, or where their rights may have been infringed (with support from line manager).
6. To contribute towards constructive relationships to promote children’s rights and advocacy by attending single and multiagency meetings, such as statutory reviews, care planning meetings, strategy meetings, and disruption meetings.
7. To work in a way that is child and young person led i.e. to be able to represent wishes and feelings not best interests.
8. To conduct missing from home return interviews in accordance with the Bury Local Authority missing from home procedure.
9. To provide regular supervision for volunteers working on the Independent Visitor Scheme
10. To assist with the training of volunteers on the Independent Visitor Scheme
11. To give advice and consultation about children’s rights to workers and managers in Bury Children’s Services.
12. To conduct newly looked after visits with children and young people who become looked after by the Local Authority.
13. To develop and promote publicity material giving information on children’s rights for children and young people, adult service users and professionals.
14. To support the service to deliver effective participation work as required.
15. To attend and participate in team meetings and service development.
16. To manage petty cash for the Independent Visitor Scheme
17. To take part in supervision and training as required.
18. To promote equal opportunities and anti-discriminatory practice in accordance with the council’s policies.
19. To undertake additional duties in accordance with your role and responsibilities as directed by your line manager.
 |
| * As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
* Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
* The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.
 |
| Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service) |
| **Job Description prepared by:** | **Sign:**  | **Date:** |
| **Agreed correct by Postholder:**  | **Sign:** | **Date:** |
| **Agreed correct by Supervisor/Manager:** | **Sign:** | **Date:** |

**PERSON SPECIFICATION**

 **Bury Childrens Rights Project Worker**

|  |  |  |
| --- | --- | --- |
| **SHORT- LISTING CRITERIA** | ESSENTIAL | **DESIRABLE** |
| Satisfactory disclosure at the appropriate level under the Disclosure and Barring Service (DBS) | Yes |  |
| Do you hold NVQ Level 3 or equivalent in a relevant field, Health & Social Care, Childcare or Early Years? | Yes |  |
| Outline your experience of working with children and young people in the last 2 years. | Yes |  |
| Demonstrate that you have a thorough knowledge of children and young people who are in care and the issues that may lead to a child being in need of protection or ‘Looked After’. | Yes |  |
| What experience and skills do you have which will enable you to recognise and manage conflict effectively? What strategies would you use to manage a situation in which conflict was taking place? | Yes |  |
| Can you demonstrate knowledge skills and experience you have in representing or advocating the views of a child and young person? |  | Yes |
| Demonstrate excellent communication skills with children and young people and have the ability to work with them on their behalf. | Yes |  |
| Evidence of successful communication and negotiation skills with adults - professionals, families and carers to resolve problems and disputes. | Yes |  |
| Demonstrate a passion for working with children and young people and ensuring their voices are heard. | Yes |  |
| Describe how you prioritise and manage your workload and how you maintain appropriate records in required timescales. | Yes |  |
| What knowledge and skills and experience do you have when verbally communicating with children, adults and other professionals? | Yes |  |
| Demonstrate your skills & ability in recording information & using a variety of computer programmes to produce the required documents. | Yes |  |
| What experience and skills do you have which will enable you to develop purposeful relationships with children, young people and their families? How do you work effectively with professionals in a multi agency capacity? | Yes |  |
| How do you work effectively as part of a team? | Yes |  |
| Local authorities are governed by legislation, policies & procedures. What knowledge and experience do you have in applying these practices in order to safeguard and meet the needs of children and young people in care or children at risk of or experiencing harm? | Yes |  |

|  |  |
| --- | --- |
| ASSESSMENT**METHOD** | INTERVIEWING CRITERIA |

**The above short-listing criteria plus the following:**

|  |
| --- |
| **PERSONAL CIRCUMSTANCES** |
| Must be willing to work a proportion of unsociable and weekend hours. |
| Mobility essential. Able bodied applicants must be able to drive. Applicants with a disability should be able to perform the job with support when necessary. |

Employees of Bury Council have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.