



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Participation Development Lead (children & young people)	Grade: PO4
Section: Children & Families	Directorate: Children's Services
Responsible to following manager: Participation Service Manager	Responsible for following staff: Participation Assistant x 0.5 Casual Participation Worker x 2
Post Number/s: CSDPD01	Last review date: February 2021

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

1. To support in the review of the department's participation approach
2. To help to develop an overarching strategy that incorporates the departmental vision
3. To support the implementation of the strategy
4. To monitor and deliver on the children's services participation for all children & young people across services (not children looked after) and engagement strategy.
5. Develop an approach across services for children and young people (including children receiving Early Help services, Children in Need of Help & Protection and



Children/Young People at Risk of Exploitation, Exclusion and Youth Offending) that ensures children's voices are heard and contribute to strategic as well as operational decision making.

6. Contribute to projects and initiatives which enable children's voices to be heard (e.g. MOMO, Youth Council, Young Inspectors)
7. To contribute to the effective implementation of service development and working practices to achieve the Council's priorities.
8. Develop forums for participation where these are underdeveloped or require development (e.g. CIN, YOT, EVOLVE, SEND).
9. Ensure that our approach is inclusive and engages children from diverse backgrounds and specifically hard to reach and vulnerable groups.

Specific Duties and Responsibilities

10. Work closely with children and young people and colleagues in Children's Services and partners to review the approach and develop the strategy
11. Organise events and work with Children's Services teams, voluntary sector partners and community groups to ensure children and young people make a meaningful contribution to services we deliver.
12. Promote the involvement of children and young people in matters concerning their lives and families, decision making and planning of services and the council's governance.
13. To take a lead in consultation activity with children and young people and their families, and review the effectiveness of these arrangements. Draw on local and national learning to develop positive and creative ways to engage children and young people, practitioners, managers, councillors and partners to improve engagement.
14. Work closely with managers to ensure all services develop an effective approach to hearing and responding to children's voices.
15. Work closely with the safeguarding partnership to ensure Children's Voices are effectively represented and heard at the partnership level
16. Work closely with the Quality Assurance & Learning service to ensure that engagement of children, direct work and children's voices are present in practice.
17. Working with colleagues to ensure that across Children's Services and the council there are opportunities to celebrate children's achievements
18. To enable children and young people to participate in service commissioning processes, staff recruitment and forums.
19. Develop and deliver training materials and organise events to raise awareness and promote consultation with and involvement of children and young people.



20. Work with colleagues regionally and nationally to promote regional activities. Undertake such other duties as are within the scope of the job purpose, the title of the job and its grading.
21. Carry out surveys where appropriate, analyse and report on their findings with recommendations for service improvements.
22. To co-ordinate feedback from children and young people, ensuring that the information is collated and widely disseminated as appropriate.
23. Keep up to date with all local, regional and national developments on improving the involvement of children and young people, their families and carers.
24. To maintain close links with the Participation Manager for Corporate Parenting (CLICK).
25. To prepare reports and statistical information as required by the organisation.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

In carrying this work, the Participation Lead will have to take full account of the diverse backgrounds and needs of children and their families relating to ethnicity,



gender and disability. Methods of communicating with children and young people will have to address these needs.

Team structure

Person Specification

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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge Knowledge of the developmental and communication needs of children and young people and their capacity to contribute, including challenges to children's participation.	A/I/T
An understanding of the issues which surround disabilities, race, culture, sexuality and gender how these impact on children and young people, their access to services and service outcomes.	A/I/T
Knowledge of safeguarding and statutory regulations and processes governing children's social care	A/I

Knowledge of health and safety and risk assessment processes	A/I/T
Experience	
Experience of working directly with children and young people (for example as a Youth and Community Worker, Teacher, Social Worker)	A
Experience of leading/contributing to service change utilising children's voices and experiences which has improved outcomes for children and young people	A
Experience of managing, supporting and developing staff/volunteers	A
Experience of managing budgets and/or allocating resources; including managing physical resources such as items of equipment and small sums of cash	A/I
Experience of managing projects and delivering change and improvement	A/I
Experience of working closely with commissioners to review and improve service delivery	A/I
Experience of analysing feedback and writing reports to evidence project performance and achievement	A/I
Significant experience of using standard IT packages and social media to promote and illicit children's views	A
Experience of successful planning and delivery of training and briefings to a wide range of stakeholders from frontline staff, partner agencies, senior officers, elected members and children and young people. This must include experience of successfully engaging young people as co-trainers.	A/I
Skills	
To have a high level of commitment and to improve positive service outcomes, through the involvement of children and young people. Good reasoning, analytical and decision-making skills	A/I/T
Ability to communicate effectively and creatively with children, young people and care leavers.	I
Work co-operatively and constructively with staff, families, managers and Councillors at all levels in organisations (such as schools, health services, youth services, social care)	I/T
Communicate and express ideas clearly orally and in writing	A/T
Write comprehensive and persuasive reports	A/T
Ability to manage multiple tasks and meet deadlines ensuring that the needs of the children and young people remain paramount; Project development, monitoring, evaluation skills	A/I/T
Arrange and organise surveys to ascertain children and young people views	A
To provide training to staff/briefings/engagement events and to facilitate training with young people to staff and stakeholders.	A/I
Focussed on issues of Equality and Diversity and ability to be inclusive.	A/I
Qualifications	
Relevant degree level qualification or equivalent by experience	C



A – Application form / CV

I – Interview

T – Test

C - Certificate