

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Participation Officer (Care Leavers)	Grade: SO1
Section: Participation	Directorate: Children’s Services
Responsible to following manager: Participation and Independent Visitor’s Manager	Responsible for following staff: n/a
Post Number/s: CSWILS14	Last review date: May 2022

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

- The post holder will be responsible for coordinating and delivering participation for all care experienced young people, and specifically with those aged 16-25.
- To manage and deliver the ‘Life Skills’ programme’ to care experienced young people which is an independent living skills programme.
- To champion the voice of the young people to ensure they are involved and consulted in decision making, planning and development concerning their care and support needs.
- Coordinate and deliver events, promotions, information dissemination and young people’s participation, including ‘Click and Click Plus’ (the children living in care council forums). They will ensure young people’s attendance at strategic meetings.

- The post holder will act as a direct link between care leavers and Future First/Managers to ensure that participation is embedded within services, strengthening feedback loops.
- To support and manage social media platforms for care experienced young people and providing content to the care leavers website.

Specific Duties and Responsibilities

- Promote the involvement of care experienced young people to ensure their wishes and feelings are heard.
- To enable care experienced young people to participate in developing services. Ensure that young people are prepared and supported to take part in groups/forums or other forms of participation and projects, such as training and staff recruitment.
- Carry out surveys where appropriate and support the implementation of report recommendations and findings.
- Keep up to date with all local, regional and national developments on improving the participation of care experienced young people.
- Ensure that care experienced young people have access to independent sources of advocacy where this may be necessary in relation to matters relating to their care or support.
- To promote the Mind of Mind Own app to care experienced young people, as a tool to share and voice their opinions.
- Ensure that care experienced young people have good information about their rights and entitlements as service users and are fully aware of how to raise issues and make complaints about the service they receive.
- To support and maintain the participation and Future First social media accounts and ensure young people are kept informed of opportunities and developments.
- To promote participation opportunities to all care experienced young people, creating leaflets, posters, videos and newsletters.
- To provide relevant content for the care leavers website.
- To co-deliver total respect training or other workshops with young people to practitioners.
- To support and help facilitate the participation of young people at key events. This will also include virtual meetings.
- To deliver the 'Life Skill's' programme for care experienced young people and ensuring the programme continues to remain relevant and up to date.
- To facilitate a drop in for care leavers 'Future House' around accommodation.
- To develop, publicise and coordinate a social offer for care experienced young people.
- To build a relationship with children looked after, to ensure a smoother transition into care leaving services.



- To provide administrative support for participation. This will include contributing to monitoring and reports and providing information for the finance tracker.

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

You will need to be flexible in your approach and will be expected to undertake regular evening and weekend work as part of the Participation Offer to care experienced young people.

Team structure

For the current structure please go to The Loop.

When advertising externally please add the current team structure here and remove the sentence above.

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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 and experience of working within a framework of statutory legislation and local leaving care procedures.	A,I
Knowledge of the issues relating to communicating with children and young people and how these can be developed and linked into service delivery	A,I
Awareness of the Children’s Act 2000 and Children and Social Work Act 2017	A,I
Knowledge or participation models or theories	A,I,T
Knowledge of Social Media platforms and the applications of those within participation work	A,I,T

Experience	
Experience of working directly with children and young people	A,I
Experience of working with challenging behaviours and managing risk	A,I
Commitment to youth voice	A,I
Strong and proven networking skills	A,I
Ability to produce clear and visually appealing material for young people and strong IT skills	A,I
Experience of group work	A,I
Able to work with young people whose first language is not English	
Skills	
Commitment and enthusiasm to improving outcomes for children and young people	A,I,T
Ability to develop, foster and maintain positive relationships with key partner agencies in the wider community as well as within the Council	A,I
Excellent communication skills – both written and spoken and evidence of experience directly communicating with challenging or socially excluded young people	A,I
Strong commitment to working in ways that reflect diversity of culture, gender, sexuality, language and ability	A,I
Excellent written record keeping	A,I
Qualifications	
A Level equivalent standard education	

A – Application form / CV
I – Interview
T – Test
C - Certificate