

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Participation Officer (New Belongings lead) Future First	Grade: SC6
Section: Wandsworth Leaving Care Team	Directorate: Children services
Responsible to following manager: Team manager Future First	Responsible for following staff: N/A
Post Number/s: CSWILS14	Last review date:

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 primarily responsible for coordinating and delivering the New Belongings Participation work with Young People aged 16-25 within Wandsworth Council's Leaving Care Service, Future First.
- Coordinate and deliver events, promotions, information dissemination and young people's participation in the New Belongings process, including attendance at strategic meetings
- Post holder will liaise directly with both Team manager and Coram Voice staff to ensure that the New Belongings participation process is run according to prescribed timelines and that the Local Authority is meeting its responsibilities as a participant in the New Belongings scheme.
- To maximise the engagement of Young People in the New Belongings Survey, planning work, findings and resulting service improvement work

- To create, embed and manage the Social Media accounts for the Leaving Care Service, to maximise young people's participation in the service
- To develop, publicise and coordinate a Social Offer for the Leaving Care Service to include regular social events for Care Leavers
- To be a member of the Steering Committee for the 'Skilled Up' Life Skills programme with lead responsibility for publicity and participation in this offer.

The post holder will work as a member of Future First under the relevant legislation Children Act 1989, Children Leaving Care Act 2000 and Children and Social Work Act 2017.

Specific Duties and Responsibilities

1. With knowledge and experience of working within the framework of statutory legislation, New Belongings guidance and local Leaving Care procedures, you will ensure the provision of a quality Participation service to Care Leavers. Using a Person Centred approach, you will deliver a quality participation service which maximises young people's engagement in New Belongings-led service improvement, 'Skilled Up' life skills course participation and social event attendance.
2. You will be highly motivated to improve outcomes for young people and use creative ways to engage care leavers. You will be motivated to maximise Young People's involvement in Leaving Care Service improvement and create and deliver regular social events for Care Leavers in Wandsworth as well as attending the 'Skilled Up' life skills course. You will seek to maximise young people's engagement in Participation work within the Leaving Care Service and be an innovator who strives to create new opportunities. You will be a confident networker who is motivated to seek out new community partnerships or opportunities for young people within their community.
3. You will have excellent communication skills- both written and spoken- and will be able to engage Socially Excluded young people and advocate on their behalf. You will be able to provide good quality reports and written assessments and be able to use IT systems confidently. You will be knowledgeable in the use and application of Social Media in participation work and you will have some skills (or willingness to learn) Microsoft Publisher to create high quality publicity materials.
4. You will work independently at times, using your own initiative and you will be responsible for maintaining your own professional timekeeping/calendar schedule and responsible colleague behaviour practices, including maintaining up to date records of your own movements.
5. You will need a comprehensive knowledge of the process and procedures for safeguarding both Children and Adults and you will keep up to date with any

changes to legislation for care leavers and Asylum & Immigration legislation. You will maintain an interest in National and Local Care Leaver's Organisations and will disseminate Care Leaver-pertinent news and opportunities through your up to date knowledge of these organisations' work.

6. You will be flexible in your approach and will be expected to undertake regular evening work (several times a month) as part of the Participation Offer to Care Leavers. Some limited weekend work may be required throughout the year for specific events, but this will always be negotiated in advance. You will use supervision appropriately as both a professional development and practice quality assurance offer, and you will adhere to all Policies and Procedures regarding staff conduct and expectations.

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, staff conduct 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

At all times to act as an ambassador for Future First and the Care Leavers that we work with and to promote a positive image of the team amongst colleagues and partner agencies.

Team structure

For the current structure please go to The Loop.

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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	
Experience in Participation work with Care Leavers/Looked After Young people	A, I, T
Awareness of the Children (Leaving Care) Act 2000, Children and Social Work Act 2017 and the Asylum and Immigration Acts	A, I,
Experience of working with challenging young people	A, I
Knowledge and understanding of New Belongings: Its origins, purpose and function	A, I, T
Knowledge of Participation theories and models	A, I, T

Knowledge of Social Media platforms and the application of those within Participation work	A, I, T
Experience	
Commitment to user involvement in Leaving Care Service Improvements	A, I
Good professional organisational skills (e.g maintaining own calendar and appointments) and administrative skills including ICT Skills	A, I
Strong and proven networking skills	A, I
Clear risk assessment skills, including managing safeguarding issues particularly when working with young people with complex needs	A, I, T
Good quality professional report writing. Ability to produce clear and visually appealing literature for young people and strong IT skills	A, I
Experience working with challenging behaviours and managing risk	A, I
Able to work with people whose first language is not English	A, I
Previous experience engaging socially excluded young people in group work or social activities	A, I
Skills	
Commitment and enthusiasm to improving outcomes for Young People Leaving Care	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	
Strong commitment to working in ways that reflect diversity of culture, gender, sexuality, language and ability	A, I
Excellent written record keeping and report writing	A, I
Qualifications	
A level equivalent standard education.	A, C
Training in social care/youth work/education/participation work	A, C

A – Application form / CV

I – Interview

T – Test

C - Certificate