

Job Title: Challenge and Participation Officer	Role Profile Number: EO009A
Grade: R	Date Prepared: Updated in November 2019
Directorate/Group: Children's Services	Reporting to: Service Manager Quality Assurance & Review Service
Structure Chart attached:	

Job Purpose

The vision is to be ambitious for every child and young person, especially those in care, to encourage them to have high aspirations, and enable them to be “the best that they can be”.

- To work as the lead officer for Participation and Engagement and contribute to the strategic oversight for participation across children's service's and external organisations.
- To develop, manage and support the participation and engagement of children subject to child protection plans, children looked after and care leavers.
- To lead Participation Champions in all Social Work Teams and across the council so that they act as a conduit to promote , events, consultation and engagement sessions on behalf of the Participation Team and effectively communicate to young people and team members.
- To assist young people (ambassadors) to build effective relationships with vulnerable young peoples to ensure the voice and influence of young people is evident within Swindon Borough Council.
- To enable and support the quality assurance and challenge role of young people in relation to service delivery and development.
- To continually coordinate, develop, manage and improve the 'Children in Care Council' (CICC as set out in the Care Matters agenda).
- Ensure that the CICC is driving services and organisations by being visible across the service and the organisation.
- To ensure that the participation and engagement of children subject to child protection plans children looked after and care leavers is informing the work, the reviewing and the planning of services.
- To ensure that bodies such as the Corporate Parenting Board and Swindon Safeguarding Partnership gains and reflects the views of children subject to child protection plans children looked after and care leavers.
- To monitor and manage an external contract that promotes advocacy and child's rights through advocacy

and Independent Visitors

- To raise the aspirations and achievements of children in care by active engagement, delivery of high level engagement events and through creative participatory methods.
- To manage and deliver processes by which Children in Care can feedback their experiences of the services they receive and provide analysis of this information.
- To support the wider activity of the Child in Care Council and Care Leavers Participation Group
- Develop a team of young inspectors for reviewing and holding the corporate parent and its officers to account.
- Working with young people individually and through sub groups to shape future activities including the Annual Children in Care Awards Ceremony.
- To advertise, select, recruit and train children looked after and care leavers to be part of the recruitment for all staff.
- Support the Participation and Engagement Strategy across the Swindon Council Area.

Key Accountabilities

- To facilitate young people's involvement and input into Children in Care Council ensuring that sessions are child focussed, structured, planned and delivered according to Health and Safety processes and that they are appropriately risk assessed.
- To promote good race, ethnic, disability and community relations. Working to overcome inequality and include young people from a diverse range of backgrounds.
- To develop innovative and supportive networks including mentoring and buddying, using the skills of children subject to child protection plans, children looked after and care leavers to support young people at the point of their entering these processes.
- To develop and deliver participation programmes and training for social care staff; ensuring that children on child protection plans, children looked after and care leavers are actively involved in the development and delivery of such programmes.
- To develop and maintain relationships with key stakeholders and Elected Members across children's social care so as to ensure that diverse groups of children and young people are included within decision making and service development
- To involve children and young people in monitoring and evaluating social care delivery provision and to influence the development of child friendly documentation and processes
- To ensure that children subject to child protection plans, children looked after and care leavers are actively involved in co-producing, delivering, evaluating and reporting on services.
- To facilitate the on-going development of our 'Children in Care Council's' (CICC). To ensure processes are in place to allow young people to raise concerns with decision makers.
- To develop effective links between existing participation forums.
- To develop the profile of challenge and participation of young people within Swindon.
- Maintain records of all contacts with young people in accordance with Swindon Borough Council

guidelines.

- Line management of an apprentice including their selection, supervision, management, development and evaluation.

Supplementary Accountabilities

- This post holder will be required to work outside office hours.
- In order to achieve full participation by children placed by Swindon “out of borough” there will be a requirement to travel outside the Borough on occasions.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Must be aware of current legislation relating to children in care and care leavers including Children’s Act 1989, Leaving Care Act 2000, the Children and Young Persons’ Act 2008 And Working Together 2018.
- Demonstrable awareness of national initiatives and developments concerning youth participation, particularly for children in care, and emerging policy and best practice that will have an impact on Children’s Services.
- To be competent in safeguarding practices and child protection procedures.
- Experience of working with a diverse range of children subject to child protection plans, children looked after and care leavers in achieving positive outcomes and resilience.
- Ability to increase and enhance the participation of children subject to child protection plans, children looked after and care leavers within decision making.
- Experience of managing group work practice with children and young people.
- Ability to manage challenging behaviour from children and young people.
- Ability to line manage the apprentice, young people and volunteers through supervision, training and support.
- Ability to meet deadlines and targets, demonstrating an ability to achieve, be accountable and take ownership for own work.
- A demonstrable commitment to children’s rights and participation.
- Proven experience of developing and delivering training programs for social care staff and foster carers.
- Good written and verbal communication skills with the ability to write reports and analytically present findings.
- Proven experience of managing budgets and commissioning services.
- Experience of service development and delivery.
- Experience of designing and delivering training.
- Proven track record of building partnerships.
- Competent with IT and the analysis of data.
- Knowledge of Data Protection Act and Information Sharing Protocols

Qualifications

- Minimum 2 years recent experience in working with children and young people in paid employment
- A professional qualification/accredited award linked to one of the following :- teaching, Youth Offending; Personal Advisors for Care Leavers; Youth Work; Youth Engagement Workers; Residential Social Workers; Social Workers etc.
- Is in current practice with children and young people.

Decision Making

- Can make effective decisions quickly and is able to act on own initiative in order to resolve problems
- Has proven results obtained through team work and individual effort
- Appropriate recommendations and options for taking strategies forward

Creativity and Innovation

- Supporting the engagement and influence of young people in terms of influencing service delivery
- Communicating the views in children in a way that are understandable to children but also effective in influencing Strategic Development
- Ensuring that the messages from children, no matter how challenging, are delivered to the appropriate audiences who can effect change.

<u>Job Scope</u>	Budget Holder	Up to 20 K
Number and types of jobs managed <ul style="list-style-type: none">• In addition to this role:• Young Person Apprenticeship• Budget• High Profile Events	Responsibility	
Typical tasks supervised/allocated to others	Asset Responsibility:	N/A

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours , this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

Other Key Features of the role

Disclaimer about risk

Key features of this role = innovative creative

This role will require a high degree of resilience and tenacity.

The role will require the post holder to work outside of the office and outside office hours on a regular basis, Dealing with confidential and at times emotionally distressing information and situations with risk of potential verbal abuse and aggression from people, or risk of injury.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	