

Job Description

Job Title:	Children and Young People's Engagement Officer
Directorate:	Children and Family Services
Section:	Early Intervention and Children's Social Care: Supporting Families
Responsible to	Participation Lead
Grade	Level 7 (Subject to Review)

Job Purpose

To support the delivery of the Participation Strategy 2021 - 2024. To work with a range of cross sector stakeholders to design and deliver of a range of inclusive opportunities to engage children and young people. To support children and young people to participate in and contribute to a range of youth participation activities.

Key Duties / Responsibilities

1. To engage key stakeholders and work collaboratively to identify opportunities to engage young people.
2. To support the Participation Lead in the development of a city-wide youth council drawing on representatives from existing forums for children and young people.
3. To support the delivery of a range of universal positive activities for young people including during the evenings and at weekends and oversee the work of sessional staff supporting such activities.
4. To work collaboratively with a range of partners to identify meaningful ways to engage young people and illicit their views on a range of subject using a variety of events including formal and informal group sessions and all other available mediums.
5. To support and empower young people to access a range of activities, forums and opportunities to share their views and influence services for children and young people.
6. To support the delivery of engagement opportunities across the city including local democracy events ensuring that they are accessible and inclusive for children and young people including co-ordination payments when required.
7. Provide out-reach support where appropriate to ensure children and young people get the help they need within the Thrive framework. This will mean co-working with other professionals that are supporting families at different stages in their change journey.
8. To be responsible for the health and safety including the opening and securing of buildings.
9. To contribute to assessment and planning for children, young people and families taking a lead role where it is deemed to be appropriate.
10. To take a lead role in the planning, co-ordination and delivery of sessions and activities for children and young people.

11. Work in a restorative, relational way with children and young people, recognising and celebrating small steps towards achieving their potential, but also providing challenge and support where necessary using evidence and research to understand the impact of Adverse Childhood Experiences on child development and life chances.
12. Be persistent, assertive and professionally curious maintaining appropriate professional boundaries at all times.
13. Maintain factual, accurate and timely records where necessary in line with the practice standards and appropriate City Council policies and procedures. Ensure GDPR compliant recording on, and use of the Liquidlogic case management system.
14. Ensure that confidentiality is maintained at all times and all work completed adheres to Stoke-on-Trent policies and procedures including health and safety regulations and home visiting procedures.
15. Actively contribute to continuous service improvements through learning and development, sharing best practice and producing case studies.
16. Commit and contribute to attending regular caseload reviews, reflective supervision, and other appropriate meetings.
17. Ensure the delivery of agreed Children's Centre and Children's Social Care outputs in line with OFSTED requirements and any inspection criteria
18. Any other duties appropriate to the post.

Person Specification

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Section: Early Intervention and Children's Social Care: Supporting Families

Minimum Essential Requirements - Evidenced by: **a:** application form **b:** test **c:** interview

	a	b	c
Educated to NVQ Level 3 or equivalent in Children's Care, learning and development or Health and Social care equivalent.	✓		
Proven experience relating to child development and methods of engaging children and young people, and the needs of vulnerable or disadvantaged children and young people.	✓		
A knowledge and understanding of the requirements of relevant frameworks and initiatives including Restorative Practice, the Supporting Families Programme and Working Together to Safeguard Children.	✓		
Extensive knowledge and clear understanding of risk, threshold and all local safeguarding policies and procedures.			✓
Experience of planning, organising and facilitating engagement activities and events for children and young people.	✓		
Experience in working in partnership with a range of internal and external colleagues including from the voluntary, community and faith sectors to co-ordinate support for vulnerable children and families.	✓		
Excellent communication skills and ability to interact with a wide range of people including children of all ages.			✓
Extensive experience of working in partnership to develop shared aims and objectives and of working collaboratively to achieve positive outcomes.	✓		
Proven listening/ counselling/ advocacy skills.			✓
Able to work effectively with children and young people with emotional and behavioural difficulty manifesting in challenging behaviour.	✓		
Ability to demonstrate a child-centred approach to everything you do.			✓
Experience of using evidence, best practice guidance and research to inform your work with vulnerable children and families to good effect.			✓
Self-motivation, a systematic approach to work, an ability to prioritise according to need.			✓
Able to be persistent, assertive and provide and respond to appropriate professional challenge.			✓
Significant negotiating skills and a proven ability to persuade others to see things differently and affect change.			✓
Experience of negotiating and persuading in order to ensure effective service delivery for the benefit of children and families.			✓
Able to fully meet the requirements of the post and cover the geographic area required, either by possession of a valid driving license or access to public transport in line with the regulations of the Equality Act.			✓
Willingness to undertake relevant training for personal and professional development			✓
Ability to demonstrate confidence in positively challenging colleagues and agencies to achieve the best outcomes for children and families.			✓

Upholds values; demonstrates integrity; promotes and defends equal opportunities and has a personal and professional commitment to trust, builds and upskills diverse teams; encourages organisational and team responsibility towards residents of the city.			✓
An ability to fulfil all spoken aspects of the role with confidence through the medium of English			✓

Conditions of Service

Job Title:	Children and Young People's Engagement Officer
Directorate:	Children and Family Services
Section:	Early Intervention and Children's Social Care: Supporting Families
Grade:	Level 7 (Subject to Review)
Salary:	£24,491 - £27,041 (Subject to Review)

Duration: This is a permanent post.

Working Hours: The normal standard working arrangements will be based on a 37 hour week, working over five days between normal office hours. However, there may be flexibility in these arrangements. For more information please refer to the Flexible Working Policy.

Annual Leave Entitlement: You will be entitled to 27 days annual leave rising to 32 days after five years continuous service and eight public / bank holidays. The above entitlement will be calculated pro rata depending upon hours of work

Sickness Absence: This will be paid at basic levels. This means that any enhancements normally received for shift work, weekend working and so on will not be paid on days when you are absent from work due to sickness

Pension Provisions: For occupational pension purposes you will have the choice of:-
a. Joining or continuing in the Local Government Pension Scheme.
b. Arranging your own personal pension provision approved by the Inland Revenue.

Business Mileage: If you have to use your own vehicle on council business please ensure that you are insured to do so then the appropriate allowance is payable as per the national scheme.

Notice Period: Your notice period will be dependent upon the grade of the post and your continuous service.

Probation Period: New entrants to local Government service are subject to a probationary period of six months during which you are expected to establish your suitability to the post.

Equal Opportunities Monitoring: New entrants must provide details of ethnicity and disability for the starter forms to enable the city council to monitor its progress towards being an equal opportunities employer.

Medical Examination: Your employment is subject to the council's medical adviser giving medical clearance. Initially, this will take the form of a medical questionnaire.

Disclosure and Barring Service (DBS) Check: This post is exempted under the Rehabilitation of Offenders Act 1974 therefore appointment to this post is conditional upon the receipt of a satisfactory response to a check of police records. You should note that the existence of an unsatisfactory police check may result in the withdrawal of the offer of employment.

If during your continued employment you receive any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1974 (as amended on 2013) you are required to disclose to your manager immediately that you have been convicted or cautioned during the period of your employment.

Guidance and criteria on the filtering of “unprotected” cautions and convictions can be found on the Disclosure and Barring Service website.

Asylum and Immigration: According to the Immigration, Asylum, Nationality Act 2006 you must (if appointed) provide proof of current and valid permission to be in the United Kingdom, and valid permission to do the type of work offered.

Your continuing employment is subject to you having leave to remain and work in the United Kingdom by having a valid work permit. Should your work permit fail to be renewed at a future date, the authority would have to terminate your contract with immediate effect.

Trade Unions: As your employer, we support the system of collective bargaining in every way and believe in the principal of solving industrial relations problems by discussion and agreement. For practical purposes, this can only be conducted by representatives of the employers and of the employees. If collective bargaining of this kind is to continue and improve for the benefit of both, it is essential that the employee's organisations should be fully representative. Therefore, it is recommended that employees become a member of a trade union represented on the relevant national joint council.

A full list of the trade unions appropriate to the type and nature of employment is available from HR.

Other Conditions of Service: Any other conditions of service are as per the Scheme of Conditions of the National Joint Council for Local Government Services as amended by decisions, rules and regulations of the City Council.