

## Kent County Council

### Job Description: *Apprentice Participation Worker*

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<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Virtual School Kent</b>
<b>Grade:</b>	<b>KS Entry Apprentice</b>
<b>Responsible to:</b>	<b>Participation and Engagement Manager</b>

#### **Purpose of the Job:**

To work as a member of the VSK Participation Team; taking an active role in continuing to develop the work to ensure that Children in Care, Young Care Leavers and other young people who come under the remit of Integrated Children's Services are given a voice about how Children's Services are shaped and delivered.

#### **Main duties and responsibilities:**

- To act as a good role model to Children in Care and other young people, supporting their positive behaviour, and to have a positive influence on service delivery.
- To support young people's council groups and forums, working directly with young people to encourage attendance and inclusion in group discussions, activities and other initiatives.
- To assist in the planning, organising and to participate actively on and participating activity days and residential trips for children and young people.
- To sit on young people's interview panels, and to identify, and provide active support to other young people when they participate in interview panels.
- Provide support to children and young people on an individual or group basis, under the guidance of the Participation Team to develop confidence in expressing their own views. To inform and feedback to senior management, Members and other professionals to improve the service delivered to young people.
- To prepare presentations and flyers and to undertake administrative tasks to support the Virtual School Kent's Participation Team, such as photocopying, maintaining and updating records and databases.
- To assist the Participation Team with projects and other initiatives.
- To fulfill the criteria of the apprenticeship qualification.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: *Apprentice Participation Worker*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• GCSE grades 9-4/A*- C or Functional Skills Level 2 in both Maths and English or equivalent qualifications</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of supporting children and young people, in work, at school or on a voluntary basis.</li><li>• Experience of the care system either personally or professionally</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Have a keen interest in working with children and young people, and in achieving positive outcomes for them</li><li>• Have the ability to work well as part of a team as well as being able to work using your own initiative</li><li>• Good communication and interpersonal skills that demonstrate the ability to liaise effectively and build good working relationships with staff and young people</li><li>• Be able to work alongside a wide range of people from different backgrounds</li><li>• Good time keeping skills and reliability</li><li>• Able to work flexible hours which will at times include early mornings, evenings, weekend and school holiday working.</li><li>• The ability to travel across a wide geographical area in a timely and flexible manner at various times of the day is essential</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Awareness of the importance of confidentiality and data security</li><li>• Good understanding of how to use IT applications</li><li>• Have a good understanding of participation work and the importance of young people's involvement in shaping services</li></ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"><li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li><li>• We are <b>curious</b> to innovate and improve</li><li>• We are <b>compassionate</b>, understanding and respectful to all</li><li>• We are <b>strong together</b> by sharing knowledge</li></ul>

- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

**Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile

**Curious** - constantly learning and evolving

**Compassionate and Inclusive** - compassionate, understanding and respectful to all

**Working Together** - building and delivering for the best interests of Kent

**Empowering** - Our people take accountability for their decisions and actions

**Externally Focused** - Residents, families and communities at the heart of decision making