

## Kent County Council

### Job Description: *Participation Support Officer*

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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>KR7</b>
<b>Responsible to:</b>	<b>Participation and Engagement Manager</b>

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

Work to support meaningful participation of children and young people in care, young care leavers, previously looked after and other specified cohorts across Integrated Children's Services. The role will involve working with young people delivering a range of participatory activities to encourage greater involvement and awareness of choices available that lead to positive outcomes to ensure they feel involved in the decisions made about them. To support the work of the Participation Team ensuring that young peoples views are embedded in Service design and delivery.

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

- To support the delivery Kent County Council's Participation Strategy.
- To work in partnership with VSK, Children in Care and Corporate Parenting Teams to develop services from young people's perspective.
- To deliver training and disseminate information to KCC staff, foster carers and other partners.
- Plan and deliver a range of activities, events and Council groups that encourage and engage Children in Care, Care Leavers and other young people on an individual or group basis to develop their confidence in expressing their own views and opinions.
- Record and collate the views to inform management and future service delivery.
- To work with the Participation Team's apprentices, ensuring that they feel supported and able to successfully undertake their roles and responsibilities.
- To improve communications by supporting the use of web-based applications and mechanisms to provide children and young people easier ways to tell us what they think about the services they receive and about their care plans.
- To ensure young people are provided with opportunities to represent the county on a local, regional and national level and to support attendance at professional regional groups to feed into the agenda relating to Government initiatives regarding young people.
- To link with local and national initiatives in order to promote and develop participation and engagement in Integrated Children's Services.
- Ensure that risk assessments are carried out for events, trips, or other participation events/ contact with clients, and that robust measures are in place to manage and minimise identified risks.
- Ensure the safeguarding of children, young people and staff as appropriate through KCC's regulations and guidance.

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### Person Specification: Participation Support Officer

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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>	GCSE Level or equivalent Level 3 Qualification in Health, Social Care, Youth Justice, Education, Youth Work or a relevant field.
<b>EXPERIENCE</b>	Previous experience of working with children in a participation, youth, education or community worker role.
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to communicate and work well with children and young people, to enable them to achieve positive outcomes.</li> <li>• Excellent interpersonal skills, group leading and presentation skills</li> <li>• Ability to work on own initiative and as part of a team. Be able to demonstrate the ability to plan and prioritise own work</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> <li>• Commitment to equalities and the promotion of diversity in all aspects of working</li> <li>• Good Literacy/Numeracy and Communication and IT Skills</li> </ul>
<b>KNOWLEDGE</b>	<p>Good understanding of the effectiveness and importance of Children in Care Councils and young peoples forums.</p> <p>Knowledge of models of youth participation and the understanding of how various governmental agendas are shaping the role of young people in active engagement in service design, delivery and evaluation</p> <p>An understanding of Safeguarding issues and an awareness of Equality and Diversity</p> <p>Awareness of Health and Safety Practice</p> <p>Knowledge and understanding of KCC's policy and procedures Relating to Children's Social Services</p> <p>Awareness of Data Protection and confidentiality issues</p>

<b>Behaviours and Kent Values</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><li>• We are all <b>responsible</b> for the difference we make</li></ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
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