

Kent County Council

Draft Job Description: Youth Engagement Support Officer

Directorate:	Children, Young People and Education
Unit/Section:	Virtual School Kent
Grade:	KR7
Responsible to:	Participation and Engagement Manager

Purpose of the Job:

Work to support and encourage meaningful participation and engagement of young people aged 15 to 25 who are in care, young care leavers, or come under other specified cohorts across Integrated Children's Services. The role will also involve supporting the Participation Team's Apprentices to ensure that they receive a high level of supervision and guidance to be successful in areas of their job role and apprenticeship qualification. 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 provide daily advice, guidance and mentoring support to the VSK Apprentices ensuring that they feel supported and able to successfully undertake their roles and responsibilities.
- To support Kent's recruitment and selection process of key staff, ensuring that young people are consulted with, and are actively involved in recruitment practice. Provide support to the VSK apprentices and other young people to enable them to take an active part on assessment panels for foster carers and the recruitment of staff.
- 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 and 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 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.

Footnote: This job description is provided to assist the job holder to know what his/her 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: Youth Engagement Support Officer

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.

	CRITERIA
QUALIFICATIONS	GCSE Level or equivalent Level 3 Qualification in Health, Social Care, Youth Justice, Education, Youth Work or a relevant field.
EXPERIENCE	Previous experience of working with young people and/or young adults in a participation, youth, education or community worker role.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to communicate and work well with children and young people, to enable them to achieve positive outcomes.• Excellent interpersonal skills, group leading and presentation skills• Ability to work on own initiative and as part of a team. Be able to demonstrate the ability to plan and prioritise own work• Good time keeping skills and reliability• Able to work flexible hours which will, at times include early mornings, evenings, weekend and school holiday working.• The ability to travel across a wide geographical area in a timely and flexible manner at various times of the day is essential• Commitment to equalities and the promotion of diversity in all aspects of working• Good Literacy/Numeracy and Communication and IT Skills
KNOWLEDGE	<p>Good understanding of apprenticeship standards and frameworks</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>

Behaviours and Kent Values	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make
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