

Kent County Council

Job Description: *HeadStart Participation Support Worker*

Directorate: Children, Young People and Education

Unit/Section: HeadStart

Grade: KR7

Responsible to: HeadStart Participation Coordinator

Purpose of the Job:

To support the work of HeadStart Kent as a Participation Support Officer, working directly with young people at SpeakOut groups, Kent Youth Voice and other activities for young people. The post holder will take a lead role in developing the Kent Youth Voice social media presence and support with creating web content for young people

Main duties and responsibilities:

- To provide support for the Kent Youth Voice meetings working directly with young people to encourage attendance and inclusion in group activities, discussions and other initiatives
- Ensure that the participation process remains focused on the needs and views of the young people concerned.
- Work with young people to identify and remove barriers to participation and to motivate and inspire young people to achieve their potential.
- Establish rapport and build a respectful, challenging and supportive relationship with clear professional boundaries with young people. Support young people to communicate effectively to ensure that their views are heard within the programme of work.
- Support young people to promote the work they do with Youth Voice & Speakout @HeadStart using relevant social media platforms. You will take a lead for coordinating social media content across the team.
- Work closely with the Resilience Hub & Moodspark website development team and young people in developing and uploading content
- Deliver training sessions to young people within schools, community organisations and virtually.
- Attend training events to develop skills and knowledge based on identified learning needs. Maintain an up to date knowledge of Youth Participation research and evaluation.
- The postholder will be expected to work flexibly across the county and across the 0-25 age range, including regular evenings and weekends and during school holiday periods.

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: *HeadStart Participation Support Worker*

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	Level 3 Diploma in Childcare (Early Years Educator), Health or Social care, Youth Work or equivalent; or working towards qualification or evidence of relevant experience
EXPERIENCE	<p>Effective experience working directly with young people and engaging them within activities or services</p> <p>Working with staff and young people from diverse groups, cultures and lifestyles</p> <p>Working in partnership with young people, gaining views of young people and coproducing resources</p> <p>Experience of positively promoting the views, rights and image of young people</p> <p>Experience of delivering training sessions to young people</p> <p>Experience of developing session plans and activities to engage young people in non-formal education & working alongside young people to develop training programmes</p> <p>Experience of developing content for websites & social media.</p>
SKILLS AND ABILITIES	<p>Ability to plan, deliver and evaluate youth work programmes including recording and accrediting young peoples achievements</p> <p>Ability to build relationships with young people on equal terms whilst maintaining professional boundaries</p> <p>Excellent interpersonal skills and a good team player</p> <p>Able to work on own initiative & with minimum direction</p> <p>Ability to deal with difficult/sensitive situations</p> <p>Excellent interpersonal skills and a good team player</p> <p>Be organised, flexible and adapt quickly to the varied demands associated with the post; prioritising workload and meeting deadlines</p> <p>Ability to travel across a wide geographical area in a timely manner at various times of the day (including evenings and at weekends)</p>

KNOWLEDGE	<p>A working knowledge of the current issues which are affecting young people in Kent.</p> <p>An understanding of young people's needs and current changes in society which influence these needs.</p> <p>A commitment to and understanding of equality of opportunity issues, and promoting anti-discriminatory practice and their potential impact upon young people.</p> <p>Awareness of the importance of confidentiality and data security</p>
BEHAVIOURS AND KENT VALUES	<p>Compassionate & inclusive</p> <p>Externally focused – young people and their families should be at the heart of decision making</p> <p>Empowering – our people take accountability for their decisions and actions</p> <p>Curious – constantly learning and evolving</p> <p>Kent Values:</p> <ul style="list-style-type: none"> • Open • Invite contribution and challenge • Accountable