

Kent County Council

Job Description: *Apprentice Participation Worker*

Directorate: Children, Young People and Education
Unit/Section: Virtual School Kent – The Participation Team
Grade: Level 3 Apprenticeship
Responsible to: Participation and Engagement Manager

Apprenticeship Training Details

Name of Apprenticeship Standard:	Operational Delivery
Level of Apprenticeship:	Level 3
Length of Study:	18 months

Purpose of the Job:

To work as a member of the VSK Participation Team, taking an active role in supporting the work of the team. To assist with ensuring that young people's voices at local youth groups and forums are included at Kent's Local Children's Partnership Groups (LCPGs) and help ensure that the views and opinions of young people are collated and feedback to Integrated Children's Services, so they influence how services are shaped and delivered.

Main duties and responsibilities:

- To help create better understanding of the different levels and types of participation in each district.
- To help communicate the voices and messages of young people to the LCPGs in innovative and engaging ways by assisting with the creation of short films.
- To help collate and bring together the views and feedback from a variety of youth groups and forums around the county.
- To deliver the key messages from young people in each district to the Local Children's Partnership Groups (LCPGs) and provide feedback to young people on agreed LCPG communications.
- To encourage and support young people's participation in the Early Help Grant process.
- To assist in the planning and organising of participation activity days and events and to participate actively on these.
- To act as a good role model to young people, supporting their positive behaviour, and to have a positive influence on service delivery.
- To prepare presentations and flyers and to undertake administrative tasks to support the Participation Team, including maintaining and updating records and databases.
- To assist the Participation Team with projects and other initiatives.
- To fulfil the criteria of the apprenticeship qualification.

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: *Apprentice Participation 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
EXPERIENCE	<ul style="list-style-type: none">• Experience of supporting young people, in work, at school or on a voluntary basis.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Have a keen interest in working with young people, and in achieving positive outcomes for them• An interest in any form of film work and/or producing content for social media• Have the ability to work well as part of a team as well as being able work using own initiative• Good communication and interpersonal skills that demonstrate the ability to liaise effectively and build good working relationships with staff and young people• Be able to work alongside a wide range of people from different backgrounds• 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
KNOWLEDGE	<ul style="list-style-type: none">• Awareness of the importance of confidentiality and data security• Awareness of the need for safeguarding• Good understanding of how to use IT applications• Have an understanding of participation work and the importance of young people's involvement in shaping services
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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