

## Participation Support Officer

<b>Reports to:</b>	Participation and Engagement Manager		
<b>Department:</b>	Children, Young People and Community Development	<b>Grade:</b>	SO1
<b>DBS Status:</b>	Enhanced and Barred from working with Children and Adults	<b>Politically restricted:</b>	No

### Job Purpose:

- To support the Participation and Engagement Manager and the Participation and Engagement Officer in ensuring that children and young people of Brent, including care and youth justice experienced children and young people are actively involved in the governance, evaluation and improvement of services appropriate to them including involvement in needs assessments, strategy development, options development, procurement and review.
- To support participation and engagement sessions with children and young people being sensitive to disability, special education needs, trauma and loss, following session plans prepared by the Participation and Engagement Manager and the Participation and Engagement Officer.

### Values

Collaborate proactively.  
Lead inclusively.  
Embrace change.  
Be bold and curious.  
Celebrate and share our success.

### Job specific roles and responsibilities

1. To promote and deliver a wide range of materials, projects and activities, developed by the Participation and Engagement Manager and the Participation and Engagement Officer, that introduce the purpose and impact of participation to children and young people of Brent.
2. Support formal and informal or ad-hoc groups of children and young people to identify, plan and execute activities, which promote their views and influence on issues of importance to them.
3. Encourage and support the participation of Brent children in care and care leavers by supporting participation groups, staffing sessions and helping with publicity and administrative support.
4. To support the administration of the participation service which will help promote and enhance the value and impact of participation to children and young people of Brent and Council managers and leaders.

5. Support Brent Youth Parliament (BYP) by staffing sessions and helping with publicity and administrative support.
6. To directly support members of the BYP Executive to contribute to Council committee meetings and other formal meetings.
7. Anticipate, support and respond to the needs of vulnerable young people by supporting events out of hours and in the community; ensuring their safety and wellbeing at all times and referring to risk assessment and plans provided by the Participation and Engagement Manager and the Participation and Engagement Officer.
8. Reporting back to key professionals, family and carers any matters which require follow up.
9. Support project work by working with the Participation Manager to monitor and evaluate value and impact and project outcomes which are reported to senior managers.
10. Work with a range of young people including those with special educational needs and disabilities and those that may need more support to engage, showing appropriate knowledge and understanding of encouraging participation in an inclusive manner.
11. Support systematic processes and flexible approaches to ensure that the views of children and young people are used to inform services that will have an impact on the lives of young people in Brent.
12. Support events and consultations effectively across users groups and partner agencies.
13. Make a positive contribution to the delivery of the service, this will include working flexibly (including working school holidays, evenings and weekends as required) and positively to achieve the objectives of the council.
14. To attend all necessary Council Committee meetings, Partnership or Cross-Agency meetings, representing the Council as required.
15. To ensure that duties are performed in line within the Council's standing orders, financial regulations and policies and procedures.
16. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
17. Undertake any other duties commensurate with the general level of responsibility of this post.

### **Essential Requirements (key skills & qualifications)**

#### **Knowledge and Qualifications**

- Evidence of relevant Continuing Professional Development (CPD).
- Have a good knowledge of youth participation and the national youth agenda.
- Must be able to demonstrate expert knowledge and understanding of participation and its importance in shaping the delivery of services to children and young people.
- Knowledge of health and safety requirements that affect day to day youth work.

**Experience**

- Relevant professional qualification or experience in youth work, youth participation, children's rights, disabilities.
- Understanding and experience of multi-agency working in the development of provision for children and young people.
- Understanding of and experience in involving children and young people's participation in governance and influencing decision making.
- Experience of working with children and young people from diverse backgrounds.
- Experience of successful inter-agency and partnership working.

**Skills and Abilities**

- Build relationships with children and young people.
- Communicating and influencing skills.
- Contribute to the longer-term development of the service area.
- Ability to develop practical, creative and innovative solutions to deliver objectives.
- Excellent influencing and advocacy skills.
- Excellent communication skills with the ability to negotiate and work effectively with a range of audiences and stakeholders.
- Well-developed written and analytical skills.
- Ability to manage a complex workload including competing priorities, achieve targets and respond quickly and flexibly to changing needs and demands
- Excellent organisational and planning skills.
- Strong team player with good interpersonal skills.
- IT skills (Microsoft Word, Excel and PowerPoint)

*Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs*