



Job Profile

JOB TITLE: Children's Participation Officer

GRADE: SO1

POST NO:

JOB TIER: 5

DBS CHECK: Enhanced

GROUP: CYPS

SERVICE: Children and Families

REPORTING STRUCTURE

Reports to: Children's Participation and Co-Production Manager

Direct Reports: none

Indirect Reports: Work experience and apprentice, volunteers.

ROLE PURPOSE:

The postholder will champion the rights, welfare and meaningful participation of children and young people known to services across the London Borough of Hillingdon, including those supported through Children in Need, Child Protection, the Youth Justice Service, Children with Disabilities, Looked After Children and Care Leavers. The role operates within the framework of the UN Convention on the



INVESTOR IN PEOPLE

Rights of the Child, the Children Act (1989, 2004), the Children (Leaving Care) Act and all relevant legislation and statutory guidance.

Working collaboratively with professionals across Children's Services and partner agencies, the postholder will promote inclusive, trauma-informed and youth-led approaches that enhance practice and improve outcomes. A key focus of the role is to empower children and young people by creating accessible, meaningful opportunities for them to express their views, influence decisions and contribute to shaping the services they receive. The postholder will ensure that children and young people's voices, experiences and priorities are effectively represented within key meetings, consultations and strategic forums, informing service design, delivery and continuous improvement.

The role involves supporting children and young people to engage in a wide range of participation activities both within Hillingdon and through wider regional or national consultations, ensuring they are enabled to have a genuine impact on Children's Services and on decisions affecting their own lives. The postholder will maintain and further develop the Children in Care Council alongside other participation groups, ensuring these forums reflect the diverse needs of Hillingdon's young people.

Additional responsibilities include contributing to the development and delivery of high-quality training for young people, carers and professionals; supporting the production of annual work plans, budget planning, evaluation processes and quality standards; and playing an active role in the continued strategic development of the Children's Participation Team. The postholder will help shape a forward-thinking, responsive service that consistently elevates the voices and lived experiences of children and young people.

A. Job Description

1. Resident & Community Contribution

- To promote children's welfare and their rights within UN convention, the Children Act (1898, 2004) children leaving care act, and guidelines and to ensure they receive best service within London Borough of Hillingdon
- To work in partnership with professionals within the borough and other agencies to develop best practice and initiatives for the participation of looked after children and care leavers in decision that affect them and improvements to service delivery.
- To support and develop the work of the Children's Participation Team.
- To demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.

2. People Management

- May be required to support care leaver Sessional Workers, Students and Volunteers.
- May be requirement to assist in induction and training of peers and new employees.

3. Operational Service Delivery

- To work within the relevant Policies and Procedures within The London Borough of Hillingdon.
- To promote and develop the participation of children and young people known to services, within a range of forums.
- To support the implementation of the participation strategy; including the planning and facilitation of a range of activities and events to engage with looked after children and young people and care leavers.
- To maintain an effective Children in Care Council and Youth Forums.
- To initiate contact and engage with children and young people who wish to become involved or are involved in participation activities and maintain regular contact with them, encouraging and valuing their contributions and keeping them informed of developments and outcomes.
- To ensure that all looked after children and young people including those who are hard to reach (e.g. those who are in out of borough placements, children

with disabilities, English as a second language, etc.) are given the opportunity to participate

- To be responsible for the production of information both printed and online for both children and young people and other professionals about children's rights, participation activities and their outcomes.
- To maintain effective records and reports, within required timescales and in accordance with the protocols of the service and maintain the confidentiality of this information.
- To develop training and work experience opportunities for young people and other professionals as appropriate.
- To represent Children's Rights on appropriate boards and panels within the London Borough of Hillingdon
- To participate fully in supervision.

4. Service Planning & Development

- To ensure that the project operates within the identified aims and objectives and the service specification.
- To identify ways of developing best practice.
- To be responsible for the lead in project work and initiatives.
- To offer consultation and to prepare reports as required.
- To ensure that issues relevant to Children's Rights are co-ordinated between different departments and agencies with the London Borough of Hillingdon.
- To attend meetings, training and other forums as required.
- To compile and maintain statistical records.
- To contribute to writing, preparing and the evaluation of the Team's business plan and annual budget.
- Maintain knowledge of the current Team Plan and understanding of own contribution in order to ensure delivery of this plan.

5. Financial & Resource Management

- To assist the Children's Participation and Co-production Team Manager in the preparation of, statistics and other property and material allocated to the project.

- To ensure compliance with the London Borough of Hillingdon policies concerning Health & Safety at work, lone working and fire regulations.
- To demonstrate cost-consciousness and identify any cost effective changes to own way of working.

6. Service Improvement

- In consultation with the Children's Participation and Co-Production Manager to write, prepare and evaluate the project's business plan.
- To assist in the evaluation of protocols and other quality standards, in line with the London Borough of Hillingdon policies and practices.
- To assist in operating, monitoring and reviewing the service's programmes.
- To identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers.

7. Contacts

- To work and develop positive and constructive relationships with: Professional staff within the London Borough of Hillingdon, other agencies and voluntary organisations within the borough and nationally.
- Children, their relatives, carers and support networks.
- Students and volunteers placed within the service.

8. Additional Responsibilities

- The post holder will be expected to continuously develop in their role.
- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.

9. Key Performance Indicators

- The number of young people accessing the service
- The number of professionals that have accessed training delivered by Young People
- Evidence of promotion and consultation material and an effective Children in Care Council.

- Direct qualitative feedback from Young People accessing the service is demonstrated in any developments or reviews of service delivery.
- Strong, effective working relationships with social work teams and staff, measured by staff awareness and understanding of the service.

B. Person Specification

Children's Participation Officer

This person specification will be used for recruitment to the Children's Participation Officer Post. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL	DESIRABLE	TESTING METHOD
Recognised qualification for work with children and young people e.g. JNC youth support or youth professional worker qualification at level 2, 3 or 4 or health and social care or social work Or relevant degree		✓	Pre application question
GCSE English and Maths (A-C grades)		✓	Pre application question
Safeguarding child protection training	✓		Pre application question
Full car driving license		✓	Pre application question
2. STATUTORY	ESSENTIAL	DESIRABLE	TESTING METHOD
Knowledge of children's welfare and their rights within UN convention, the Children Act (1989, 2004)	✓		Application and interview
2. Experience	ESSENTIAL	DESIRABLE	TESTING METHOD
A minimum of 2 years of experience of working directly with children and young people	✓		Application and interview
Experience of working face-to-face with groups of children and young people in a variety of settings		✓	Application and interview
Experience of setting up and managing a range of projects with children and young people		✓	Application and interview
Experience of co-ordinating day-to-day administration and finance		✓	Application and interview
Experience of equal opportunities practice	✓		Application and interview
Experience of working with professional staff both in statutory and voluntary agencies	✓		Application and interview
Experience of working in partnership with other agencies	✓		Application and interview
Experience of facilitating training for young people on a range of topics		✓	Application and interview
3. KNOWLEDGE & SKILLS (list)	ESSENTIAL	DESIRABLE	TESTING METHOD
Understanding of the issues that affect looked after children and care leavers lives.	✓		Application and interview
Ability to work directly with groups of looked after children and young people to develop their informal education, personal	✓		Application and interview

development and participation.			
5. COMPETENCES	ESSENTIAL	DESIRABLE	TESTING METHOD
Skills to establish relationships with groups of children and young people, including those with challenging behaviour	✓		Application and interview
Able to form and maintain appropriate professional relationships and boundaries with children, young people and carers to ensure effective engagement	✓		Application and interview
Ability to organise and manage events, meetings and projects.	✓		Application and interview
Skills to write plans, recordings, evaluations and reports		✓	Application and interview
Skills to use computer programmes including word processing, spread sheet, internet browser and email applications	✓		Scored application question
Knowledge and understanding of social media and electronic forms of communication.		✓	Application and interview
Ability to understand and work with equality issues.	✓		Scored application question
Understanding of the issues that affect children and young people's lives	✓		Scored application question
Understanding of safeguarding and child protection	✓		Scored application question
Ability to work in a flexible way when the occasion arises and when tasks which are not specifically covered in their job description have to be undertaken	✓		Scored application question
Understanding of Health and Safety issues and managing risks	✓		Scored application question
Skills that can be shared with children and young people, e.g. arts or sports skills	✓		Scored application question
“Can do” positive attitude Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.	✓		Application and interview
Takes responsibility and delivers results Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.	✓		Application and interview
Team working Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members' experiences can bring.	✓		Application and interview

Communication Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.	✓		Application and interview
Customer Care Develops contacts and relationships with customer / client groups, regularly reviewing service delivery and taking responsibility to ensure quality of service provision.	✓		Application and interview
Takes ownership of personal development Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.	✓		Application and interview