SEFTON METROPOLITAN BOROUGH COUNCIL

**JOB DESCRIPTION**

**Location:** Children’s Social Care

**Job Title:** Participation Officer

**Grade:** H

**JE No:** A4800

**Responsible to:** Participation Lead

**Responsible for:** N/A

**JOB PURPOSE**

* Support the delivery of a participation service for children, young people and families working with children’s social care.
* Develop and maintain services, including group work for children, young people and families who face disadvantage.
* Enable children, young people and parent / carers to have a voice in the services that work with them, and influence policy, training and service improvement.

**MAIN DUTIES**

1. Establish, develop, and maintain a relevant programme of participation events and activities for children, young people and families including regular consultation events and conferences.
2. Build and maintain effective Children in Care Councils for Cared For and Care Experienced young people.
3. Build and maintain effective groups for other children and young people including Children with Complex needs, Unaccompanied Asylum-seeking Children, SEND and other vulnerable groups.
4. Support the development of other participation activities such as Young Inspectors programme, Young Scrutineers and development of a Youth Council.
5. Support the development of forums for parents and carers, using their experiences to shape the services they receive.
6. Initiate contact, develop links, and engage with children, young people and families 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. Communicate with children, young people, parents and carers, service delivery partners, and wider stakeholders,
7. Promote and develop the participation of children, young people and families throughout Sefton and in wider forums.
8. Work alongside foster carers and other professionals in encouraging active participation by all children, young people and families ensuring that those who are hard to reach (e.g. those who in out of borough placements, children with disabilities, English as a second language, etc.) are given the opportunity to participate.
9. Support young people and parents / carers to develop and deliver training to a range of professionals and to be involved with interview panels.
10. Develop systems for recording and collating feedback ensuring the views of children, young people and families is communicated to senior leaders and decision makers.
11. Monitor and evaluate the impact of services in conjunction with practitioners, and service users, through the production of regular reports.
12. Work with service providers, service users, and community stakeholders to identify and secure external funding to further the aims of the service.
13. Identify and suggest any improvements to the Participation Lead and/or Service Manager regarding current ways of working in order to deliver a more efficient and effective service for customers.
14. Support children, young people and families to identify areas of improvement in policy and service delivery and deliver these alongside the Principal Social Worker.
15. Effectively manage contacts with other officers within the Council, including social workers, personal advisors, virtual school officers, senior managers.
16. Complete other reasonable tasks to fulfil role purpose or as required by management.

**SPECIAL CONDITIONS**

* The role will require working evenings and occasional weekends.

**GENERAL**

### The post holder must ensure that confidentiality of all information is maintained and that working practices comply with the provision of the Data Protection Act 1998 and General Data Protection Regulations (May 2018).

* The post is customer-facing therefore you must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.
* All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.
* The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the Council.
* Where the postholder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.
* This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore not entitled to withhold information about convictions which for any other purposes are ‘spent’ under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.

**KEY PERFORMANCE INDICATORS**

* To ensure the delivery against annual performance input, output, outcome, and impact targets as specified in the related plans.

**Prepared By:**

Name: Laura Doyle

Designation: Head of Service

Date: May 2025

### SEFTON METROPOLITAN BOROUGH COUNCIL

## 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.

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| **1. QUALIFICATIONS** | **ESSENTIAL**  **✓** | **DESIRABLE**  **✓** | Method of Assessment  (suggested) |
| Qualification in Social Care, Education, Youth Work or relevant degree, or equivalent, or equivalent level of experience. | **✓** |  | AF / C |
| **2. STATUTORY or ROLE SPECIFIC REQUIREMENTS** | **ESSENTIAL**  **✓** | **DESIRABLE**  **✓** |  |
| Ability to work flexibly to meet the needs of the Service  Full UK driving licence and access to vehicle for work purposes | **✓**  **✓** |  | AF / I  AF / C / I |
| **3. EXPERIENCE** | **ESSENTIAL**  **✓** | **DESIRABLE**  **✓** |  |
| Proven experience of project development and leadership  Experience of working with statutory social care professionals.  Experience of developing organisational partnerships  Experience of facilitating group work sessions with children and young people  Experience of partnership working with a wide range of stakeholders from the statutory, private and voluntary sector  Experience of project planning, monitoring and evaluation  Experience of working with diverse communities  Experience of working with children who have experienced trauma  Experience of budget handling/monitoring | **✓**  **✓**  **✓** | **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |  |
| **4. KNOWLEDGE & SKILLS**  (list) | **ESSENTIAL**  **✓** | **DESIRABLE**  **✓** |  |
| Knowledge of the issues impacting on the lives of children, young people and families, particularly children in care and care experienced young people  Able to form and maintain appropriate professional relationships and boundaries with children, young people and carers to ensure effective engagement  Knowledge of policy, legislation and theory in relation to the provision of statutory social work intervention  The ability to motivate and lead individuals and organisations  Knowledge of safeguarding and child protection  Knowledge of ways to efficiently monitor and evaluate performance to improve service outcomes  Effective leadership skills  Effective planning and organisational skills  Competent user of ICT including the ability to learn and use service specific systems  Knowledge and understanding of social media and electronic forms of communication.  An understanding of the role of elected Members  Skills that can be shared with children and young people, e.g. arts or sports skills | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** | **✓**  **✓**  **✓**  **✓** |  |
| **5. COMPETENCIES** | **ESSENTIAL** | **DESIRABLE** |  |
| **“Can do” positive attitude**  Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking. | **✓** |  |  |
| **Takes responsibility and delivers results**  Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions. | **✓** |  |  |
| **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. | **✓** |  |  |
| **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. | **✓** |  |  |
| **Customer Care**  Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision. | **✓** |  |  |
| **Takes ownership of personal development**  Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance. | **✓** |  |  |

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