

Job Description

Post Title	Participation and Engagement Officer -Children in Care and Care Leavers
Role Profile	Specialist Band G
Service/Team	Quality Assurance
Reports to	Participation and Engagement Manager
Responsible for	Children in Care &Care Leavers Participation
Career Grade	G

My job improves the quality of life for the people of Bournemouth, Christchurch and Poole by ensuring the voices of Children in Care and Care Leavers are heard and influence change and decision making within BCP Council.

Job Overview

To engage with Children in Care and Care Leavers to understand their lived experience in order to inform local needs and ensure their voice impacts on the decision making within Childrens Services and BCP Council. The focus is on empowering, enabling and supporting Children in Care and Care leavers.

Key Responsibilities

- Delivering innovative approaches to engaging Children in Care and Care Leavers in shaping services and participating in the activities offered across BCP
- Set-up and support forums and groups to empower and enable children and young people to self-advocate and further their interests and needs.
- Support consultation exercises and promote opportunities for Children in Care and Care Leavers to scrutinise, contribute to and influence the service, so that the Council can understand their needs and involve their voices in decision making. This will include organising focus groups, co-ordinating surveys and administering formal consultation processes.
- Collate and share feedback from consultation exercises to inform Council decisions and policies.
- Support the production of communications and marketing materials to promote greater awareness and engagement with opportunities and Council initiatives.
- Training and Development of the wider workforce to ensure the voices of children and young people are heard.

Specific Qualifications and Experience

1. Educated to A Level / NVQ4 or equivalent experience.
2. Relevant experience in participation and engagement with children and young people.
3. Excellent communication skills
4. Experience of organising participation and celebratory events
5. Knowledge of Childrens Social Care and Care Leavers.
6. Ability to plan and manage own workload.
7. Ability to influence, persuade, and engage with people using empathy.

Personal Qualities & Attributes

1. High level of resilience, attention to detail, emotional intelligence, ability to work calmly and methodically under pressure etc
2. A self-starter with ability to work independently, and as part of a team, to a high standard to demanding timescales
3. Excellent written and communication skills including production of analytical reports, briefing notes etc for a range of audiences
4. Excellent verbal communication skills ensuring effective working with professionals children, young people, and families.
5. Excellent analytical skills
6. Ability to research and understand detailed information on new areas of work .

Job Requirements

1. DBS check required
2. Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.