

JOB DESCRIPTION

JOB TITLE: *Participation Worker*

OFFICE LOCATION: *Newport*

LINE MANAGER: *Team Manager*

SUPERVISORY RESPONSIBILITIES: *None*

PRINCIPAL JOB PURPOSE:

To provide participation to Children and Young People aged 11-25 to enable and empower them to ensure their voices are heard and bring about change, to increase levels of confidence, improve communication skills and to improve their ability to self-advocate. To promote awareness of and membership to both the Youth Council and Children In Care Council for Newport.

Participation projects focus on issues impacting on children and young people and can have a specific focus, for example, children and young people in care, those who are vulnerable or disabled or those who are Asylum Seeking and Refugees.

DUTIES & RESPONSIBILITIES

1. Promote awareness of children's rights with Children and Young People and raise awareness and enhance knowledge of participation.
2. Facilitate Children and Young People's membership of local and national Youth Forums.
3. Establish a mechanism and opportunities for young people to influence provision and services.
4. Organise and facilitate consultation, participation and community events that promote and reinforce consistent and effective participation.
5. Support Children and Young People to devise leaflets, newsletters and social media resources to promote issues important to them.
6. Establish an effective framework of reporting, methods of recording, and evaluating the participation process.
7. Facilitate workshops, forums and meetings for Children and Young People to take forward wider issues identified by them, to influence decision making and the systems

that impact on their lives.

8. Maintain an up to date knowledge of issues impacting on children and young people relevant to the project. For example, issues affecting those who are vulnerable or disabled or those who are Asylum Seeking and Refugees.
9. Research and liaise with organizations currently working on the wider issues.
10. Identify relevant consultations by local authorities, Welsh Government and other relevant organizations and support Children and Young People to respond.
11. Support eligible Children and Young People to access advocacy.
12. Undertake administrative tasks and maintain accurate records on Tros Gynnal Plant's database.
13. Comply with TGP policy and practice requirements with respect to health and safety, child protections, equality of opportunity and other relevant policies and procedures.
14. Work with understanding and commitment to TGP's principles of equal rights and equality of opportunities for all groups especially those experiencing disadvantage and/or discrimination in order to combat that disadvantage and discrimination.

Such other duties and responsibilities as may reasonably be required by the Organisation and which are consistent with grade.

WORKING CONDITIONS

Some work outside of office hours is necessary requiring a flexible approach to the working week. Occasional weekend work may be required and on occasion staying away from home overnight to attend training/conferences/events or similar.

Travel to various locations requiring a full driving licence and access to transport

Core competencies (Applicable to all staff) alongside specific National Occupational Standards	
Communicating Effectively:	Expresses information and ideas in a clear, concise and accurate manner; listens actively and ensures information is shared
Respecting Individual and Cultural Differences:	Demonstrates the ability to work constructively with people of all cultures gender and backgrounds
Showing Team Spirit:	Develops effective relationships with colleagues and team members within and across the organisation
Managing Yourself:	Manages own behavior in a self-reflective manner and seeks opportunities for continuous learning and professional growth
Producing Results:	Produces quality results in a service-oriented and timely manner and is committed to deliver agreed outcomes
Embracing Change:	Is open to new approaches and ideas, responds positively to change and adapts quickly to new situations

Competencies and National Occupational Standards specific to this post	
<p>Making sure that children and young people can exercise their rights and participate in decisions that affect their lives. It includes the need to make services accessible and inclusive for all children and young people</p>	
<p>1. Performance</p> <p>a) Ensure that children, young people and their families can access services</p>	<ul style="list-style-type: none"> • Work and communicate effectively with children and young people to identify and reduce barriers that can prevent them from accessing services and support. • Challenge practice, procedures or policies that can exclude individuals or groups of children and young people. • Provide any support that children and young people need to participate in decisions that affect their lives
<p>b) Promote children and young people's rights</p>	<ul style="list-style-type: none"> • Provide children and young people with accessible and appropriate information about their rights. • Ensure that children and young people have any support they need to exercise their rights. • Take opportunities to help others to understand the importance of children and young people's rights

<p>c) Promote equality and value diversity</p>	<ul style="list-style-type: none"> • Show, by treating children, young people and their families with respect and consideration, that you value them as individuals. • Act in ways that promote equality for all children, young people and families who use your services. • Seek feedback from children, young people and their families about their experience of your practice and your organisation's culture
<p>2. Knowledge and understanding</p> <p>Ensure that children, young people and their families can access services</p>	<ul style="list-style-type: none"> • How to identify barriers to participation and inclusion and ways to overcome them • The issues involved in promoting children and young people's rights, inclusion and participation and how to approach and resolve conflicts • Ways to promote the understanding and valuing of diversity

National Occupational Standards:

[Promote inclusion, equality, participation and the rights of children and young people](#)

[National Participation Standards for Wales](#)



PERSON SPECIFICATION

(Specific to this role)

When completing your application form, please ensure you include evidence of how you meet all the essential criteria/requirements outlined. If you meet any of the desirable requirements, please also include evidence of this. Before completing the application form, you should ensure you read:-
 *'Guidelines for completing the application form'

- *'Guidance on writing competency statements for a job application'
- *'Matching Competencies to National Occupational Standards.'

REQUIREMENTS:	ESSENTIAL/ DESIRABLE	HOW MEASURED Application Form (A) Interview (I) Documentation (D) Test (T)
<p>COMPETENCIES</p> <p>In line with the National Occupational Standards (NOS) (see above) the post-holder will need to evidence skills, knowledge and understanding in their Competency Statements around:</p> <p style="padding-left: 40px;">1 <u>Performance</u></p> <p style="padding-left: 40px;">2 <u>Knowledge and understanding</u></p>	E E	A-I A-I
<p>QUALIFICATIONS</p> <p>A professional qualification is required in social work, youth and community work or related discipline such as Health, Education.</p>	D	A – D
<p>EXPERIENCE</p> <p>Minimum of twelve months experience working with Children and Young People</p> <p>Minimum of twelve months experience participation/group/consultation work with Children and Young People</p>	E D	A-I A-I
<p>OTHER</p> <p>The ability to speak Welsh</p> <p>Driving Licence</p>	D E	A – I A – I
<p>SPECIALIST TRAINING REQUIRED FOR THIS POST</p> <p>None</p>		

APPENDIX 1

Making sure that children and young people can exercise their rights and participate in decisions that affect their lives. It includes the need to make services accessible and inclusive for all children and young people.

When completing your Application Form you should evidence as many elements as possible of the skills, knowledge and understanding indicated in the right hand column.	
<i>Matching Competencies to National Occupational Standards.</i> Participation Worker	
Performance	We are looking for examples of –
a) Ensure that children, young people and their families can access services	<ul style="list-style-type: none"> • How you have worked and communicated effectively with children and young people to identify and reduce barriers that can prevent them from accessing services and support. • How you have challenged practice, procedures or policies that can exclude individuals or groups of children and young people. • How you have provided any support that children and young people need to participate in decisions that affect their lives
b) Promote children and young people's rights	<ul style="list-style-type: none"> • How you have provided children and young people with accessible and appropriate information about their rights. • How you have ensured that children and young people have any support they need to exercise their rights. • How you have taken opportunities to help others to understand the importance of children and young people's rights
c) Promote equality and value diversity	<ul style="list-style-type: none"> • How you have shown, by treating children, young people and their families with respect and consideration, that you value them as individuals. • How you have acted in ways that promote equality for all children, young people and families who use your services. • How you have sought feedback from children, young people and their families about their experience of your practice and your organisation's culture
Knowledge and understanding	We are looking for examples of –
Ensure that children, young people and their families can access services	<ul style="list-style-type: none"> • What you know and understand about how to identify barriers to participation and inclusion and ways to overcome them • What you know and understand about the issues involved in promoting children and young people's rights, inclusion and participation and how to approach and resolve conflicts • What you know and understand about ways to promote the understanding and valuing of diversity