

JOB DESCRIPTION

Role Title	Youth Participation Officer
Salary Scale	£21,784 - £24,892 per annum pro rata
Hours	22.5 hours per week
Location	Safe & Sound Group, Derby
Responsible to	Services Manager
Accountable for (Staff)	1 x part-time volunteer
Duration	Fixed Term contract to 31 March 2018
Other Considerations	All successful applicants are subject to an Enhanced DBS check

PURPOSE OF POST:

To work with children and young people to engage them in a variety of participation activities and support them in having a genuine influence within Safe & Sound and externally.

KEY ACCOUNTABILITIES:

Service delivery

1. To encourage and increase participation within Safe & Sound and link to wider participation activities.
2. To ensure equality of access to participation activities, ensuring that they are open to the widest range of young people involved with Safe & Sound.
3. To work with children and young people to explore a creative and imaginative approach to participation that will keep the young people interested and engaged.
4. To support young people to be involved in consultations and represent the 'voice' of sexually exploited children, locally and nationally.
5. To support the development of the Youth Action Group (YAG) and their youth-led initiatives, including the Young Trainers project.
6. To link children and young people into services and support appropriate to their needs (i.e. sexual health services, education, positive activities, counselling, befriending/peer support programmes etc.).

Managing and maintaining relationships

1. To develop and maintain professional relationships with service users and key stakeholders/partners (internally and externally).
2. Maintaining regular, efficient and effective communication with young people in person and via telephone, email and text.
3. Build appropriate and empowering relationships with young people, and where necessary their parents and care givers; giving feedback and challenge as required.
4. Provide suitable practical and emotional support to young people so as to develop their personal and social skills.
5. Effectively manage collection, storage and sharing of relevant information on young people's health, security, safeguarding issues and other additional support needs.
6. Effectively manage and supervise one part-time volunteer.

Quality Management

1. To ensure that all sessions and activities are properly planned, conducted safely and adhere to organisational policies and legal requirements (e.g. parental consent, risk assessment etc.).
2. To respond appropriately and effectively to any child/adult at risk protection/safeguarding concerns as and when they arise.
3. To maintain accurate records of work delivered.
4. To prepare reports for funders, management meetings and other purposes.

5. To participate in case review and monitoring and evaluation meetings and providing information as required.
6. To consult with children and young people on the effectiveness of internal and external services and involving them in planning changes and the development of new programmes etc.

Professional Development

1. Attending regular supervision and performance appraisal sessions, including clinical supervision support sessions.
2. Attending any training identified by your manager as relevant to your role.

Sharing Learning

1. Delivering community outreach/awareness raising workshops to young people and professionals in a variety of settings.
2. Working with peers/colleagues to share ideas, best practice and success stories.

General duties and responsibilities:

1. To contribute effectively as a member of the staff team towards the development of Safe & Sound Group work.
2. Participate in team meetings, and other essential meetings
3. To work within the policies, procedures and practice guidelines of Safe & Sound Group.
4. Contribute to the development of service policies, protocols, guidelines and strategies within area of practice as necessary
5. To carry out other duties, which may be assigned from time to time by the Senior Management Team.
6. Provide specialist advice to other workers and agencies, including participation in delivery of training sessions
7. To promote equality and positive attitudes by ensuring that Safe & Sound Group equality and diversity policy is understood and fully implemented
8. Strictly abide by the confidentiality clause referred to in contract of employment
9. As an employee you have a responsibility under the Health and Safety at Work Act 1974 to:
 - i) Take reasonable care of yourself and others at work
 - ii) Co-operate with Safe and Sound Group to ensure the laws relating to health and safety are not broken.
 - iii) Report any problems or concerns about health and safety to the manager in the area in which you are working.

Scope of Job Description:

This job description above reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantial changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION

Essential Criteria	Desirable Criteria
QUALIFICATIONS & EXPERIENCE	
<p>Proven experience working with challenging and/or at risk young people.</p> <p>Delivery of youth work in different settings, e.g. club, detached, schools.</p> <p>A valid driving licence.</p>	<p>A nationally or locally recognised JNC youth work qualification or relevant experience.</p> <p>Experience of using consultation and participation techniques.</p> <p>Experience of working with survivors of sexual violence and abuse.</p> <p>First aid training.</p>
KNOWLEDGE	
<p>Understanding and empathy with issues affecting young people.</p> <p>Understanding of and commitment to service user involvement.</p> <p>Proven knowledge of child protection and safeguarding issues and legal responsibilities.</p>	<p>A good understanding of child sexual exploitation and abuse.</p>
SKILLS	
<p>Ability to manage time effectively, work under pressure and meet deadlines.</p> <p>Ability to work under own initiative as well as part of a team.</p> <p>A capacity to work with young people in an imaginative and creative way.</p> <p>Ability to form supportive, empowering relationships with young people.</p> <p>Excellent interpersonal and communication skills with the ability to engage a range of stakeholders.</p> <p>Ability to write reports and complete effective evaluations.</p> <p>Proficient in the use of Microsoft Office® or equivalent, in particular: Powerpoint, Word, Excel and Outlook.</p>	<p>Ability to use a variety of strategies to manage challenging behaviour.</p>
OTHER	
<p>A commitment to Equalities, Diversity and inclusion in work and in service provision.</p> <p>Flexible, enthusiastic and confident.</p> <p>Commitment to continued professional</p>	

<p>development.</p> <p>Flexible approach to working practice and an ability to work at evenings and weekends.</p> <p>Use of a car for business, and the ability to travel across Derby and Derbyshire.</p>	
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Core competencies

Communication	Getting Things Done
<p>The ability to interact and communicate effectively skills with a range of audiences, both at a written and spoken level.</p> <ul style="list-style-type: none"> • Speaks clearly and concisely • Listens without interrupting • Uses appropriate body language and tone of voice • Adapts style (written & spoken) to suit audience • Avoids jargon • Presents information in a way that others can understand 	<p>The ability to put in the necessary effort to achieve results and remained focused during testing times. Set agreed standards and/or deadlines.</p> <ul style="list-style-type: none"> • Able to act on own initiative • Meet agreed deadlines • Organise own workload, with minimal direction • Recognises what needs to be done & does it • Remains motivated and focused despite setbacks or distractions • Puts in extra effort, when necessary
Making Good Decisions	Effective Relationships
<p>The ability to analyse and resolve problems in a timely and appropriate manner.</p> <ul style="list-style-type: none"> • Make decisions within relevant legislative frameworks. • Explores the issue from a number of angles • Digs beneath the surface to identify the real issue • Where appropriate, involve others in making decisions • Work with ambiguity • Avoids getting bogged down in detail • Makes timely an appropriate decisions • Recognises the wider impact of decisions 	<p>The ability to form supportive, empowering relationships with others, including young people.</p> <ul style="list-style-type: none"> • Treats people with respect • Builds on common values/purpose • Shows empathy • Demonstrates confidence in others' abilities • Avoids creating dependency • Manages conflicts when needed • Actively seeks ways to work with others • Work collectively (internal & external) to achieve goals
Influencing Others	Adaptability
<p>The ability to influence and engage others to achieve the most effective outcomes</p> <ul style="list-style-type: none"> • Presents information in a compelling way • Provides rationale and/or benefits for ideas • Challenges appropriately • Understands the needs of others and adapt message to suit • Handles questions confidently and assertively • Negotiates the best possible outcomes 	<p>The ability to work effectively with ambiguity, shifting priorities, and rapid change</p> <ul style="list-style-type: none"> ▪ Works productively in the face of ambiguity or uncertainty. ▪ Deals constructively with mistakes and setbacks. ▪ Readily adapts to different ways of doing things. ▪ Seeks opportunities to acquire new knowledge and skills. ▪ Responds flexibly when priorities or needs change ▪ Accepts feedback openly, without becoming defensive.