

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

JIN3700 Jul 2022

Job Title:	Voice and Participation Practitioner (Schools Wellbeing Service and Mental Health Support Team)	
Reports to:	SWS and MHST Service Lead and MHST Team Lead	
Department:	Families Children & Learning FCL	
Section:	BHISS SWS and MHST, Brighton & Hove Inclusion Support Service	
Date written:	27-6-22	

Purpose of the Job

To undertake pupil voice work within Brighton and Hove, gathering feedback and ideas from young people within schools

To undertake parent/carers voice work within Brighton and Hove, gathering feedback and ideas from parents and carers

To promote and support in co-production around activities linked to mental health and wellbeing

Principal Accountabilities

1. To use knowledge and understanding of issues and approaches relevant to children and young people's mental health and emotional wellbeing to develop pupil voice activities.
2. To ensure that all young people have an equal access to have their voices heard
3. To be able to work comfortably alongside senior managers, as well as frontline staff and young people, supporting them to create strategies, resources and networks that are relevant, helpful and proportionate.
4. To demonstrate a commitment to inclusive practice in all areas of work.

5. To offer solutions and strategies in order to improve access and improve access routes to mental health provisions
6. To provide reports and feedback to demonstrate how participation has improved access to support
7. To use a co-production approach to develop interventions and training offers for parent/carers and families
8. To use an imaginative and creative approach to gathering young peoples voice
9. To work as part of a team to share information gathered
- 10.To deliver workshops within schools to improve participation

General Accountabilities

(Please insert relevant paragraph from Job Description Questionnaire Guidance Notes on Health and Safety and Equality accountabilities)

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting any concerns to the appropriate person.
- Regular feedback to Line Manager.
- Attend and participate in regular network meetings.
- To undertake such other duties appropriate to the grade and character of the job as may be reasonably required.

- Participate in training and other learning activities and performance development as required.

Health and Safety

To co-operate in the implementation of the council Health and Safety policy

In particular: as set out in section 4.7 of the Health & Safety Policy:

- To take due care of their own health and safety and that of others, who may be affected by their acts and mistakes at work
- To use equipment according to instructions
- To ensure that they do not use facilities and equipment recklessly or interfere with the safe use of equipment, materials or systems
- To report any unsafe act, or condition, any accident or incident according to Health and Safety Policy
- Commitment to acquiring awareness and knowledge of Health and Safety policy and practice as it applies in their area of work
- Ability to co-operate and adhere to Health and Safety Policy, practices and instructions

Equality accountabilities

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and progress.
- Be responsible for ensuring that the School's equalities policy is fully implemented in all areas of his/her work.
- Be prepared to implement the Councils equalities policy at all levels appropriate to the job and at all times carry out his/her duties with due regard to the Councils equalities policy.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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PERSON SPECIFICATION

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Essential Criteria

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none">• Knowledge and understanding of mental health and its impact on families, children and young people and attendance at related training• Knowledge and understanding of current developments within mental health and services within Brighton and Hove• Relevant degree, or equivalent qualification or experience demonstrating that level of applied knowledge.
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Experience	<ul style="list-style-type: none"> • Experience working in education settings • Experience of working with children and young people e.g. as a youth worker. • Experience of and an interest in the emotional wellbeing and mental health of children and young people, and the ability to engage service users through a variety of creative means such as workshops social media and digital media, surveys, steering groups, lessons and assemblies etc. • Experience in using information and data to inform decisions around future strategies. • Experience of and an interest in advocacy on behalf of service users including parents/carers. • Experience of and knowledge of mental health services and approaches to mental health support for children and young people mild to moderate presentation. • Experience in working collaboratively and successfully with colleagues across different service areas. • Experience of developing and facilitating group work with children / young people and parents / carers.
Skills and Abilities	<ul style="list-style-type: none"> • Willingness to undertake further study if required • The ability to explain what is meant by mental health and wellbeing in an accessible way to young people and school staff • Understand appropriate support strategies and resources, and be able to independently undertake collaborative activities • Independently plan, organise, resource and deliver workshops to families and schools • Work independently, often involving quick decision making, as well as judging when to ask for support from colleagues • Work in joined up way with a variety of colleagues from different disciplines, e.g CAMHS, Speech and language therapists, within BHISS (e.g. well-being team), Educational Psychologists, Family Coaches, Social Workers, Advisory Teachers. This may be within schools, at community meetings, or within the home setting. • Link effectively with local support organisations in order to signpost families successfully to other relevant services • Feel confident in representing BHISS in the wider community

	<ul style="list-style-type: none"> • Communicate effectively with a range of adults and children, both face-to face and remotely (e.g. telephone calls, emails etc.) • Challenge when appropriate and resolve differences constructively, whilst respecting the differences of individuals, including differing viewpoints • Demonstrate high levels of empathy and sincerity • A high level of personal organisation and resilience • Ability to understand and follow relevant procedures e.g. health and safety, child protection, school behaviour policy.
Equalities	Ability to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.
Other Requirements	<ul style="list-style-type: none"> • To ensure compliance with City Council's Health & Safety policy through day to day working practices and duties. • To ensure compliance with Data Protection and Confidentiality legislation and protocols.