# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Participation Worker

# DEPARTMENT: Children’s Services

# LOCATION: Lewes

# GRADE: [JNC Unqualified 11-14; Qualified 15-18](https://www.eastsussex.gov.uk/jobs/benefits/joint-negotiating-committee-jnc-for-youth-and-community-workers)

# RESPONSIBLE TO: Equality and Participation Officer

# Purpose of the Role:

Support and develop the participation of children and young people in decision-making and service planning, delivery and evaluation.

# Key tasks:

1. To ensure that children and young people are well prepared and supported so that they are able to participate meaningfully and make a meaningful contribution to the development of services.
2. To develop and support the East Sussex Youth Cabinet and UKYP members and help them take forward their campaigns.
3. To develop and support a Service User Evaluation Framework for services that affect children and young people.
4. Recruit and train young people to meaningfully participate and deliver evaluation activities.
5. To work co-operatively with other workers within the Children’s Services and across other agencies to help develop and share best practice in youth participation.
6. To promote an understanding of inclusive practices in the participation of children and young people that recognises the diversity of individuals and groups that includes gender, disability, ethnic and cultural backgrounds, faith, sexual orientation and socio-economic status.
7. To assist in the provision of training for young people, managers, professionals and elected members on youth participation.
8. To assist in the implementation of ‘Participation and Engagement Strategy’ that supports the work of Children’s Services and our partners within the Children’s Trust.
9. To encourage and foster a climate where children and young people are keen to become involved and are provided with a wide range of mechanisms and support to enable them to do so.
10. To carry out the above duties clearly demonstrating an understanding of diversity and equality for the County Council and Children’s Services.
11. To undertake available training opportunities and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of County Council services.
12. Undertake any other tasks commensurate with the grading and level of responsibility of the post.
13. Working patterns will be flexible, including evenings and at least one weekend per month.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage  |
| * Excellent interpersonal skills
* Ability to identify with and inspire young people and a wide range of adults
* Be flexible and able to manage priorities, moving between pieces of work as necessary.
* Proven project planning and proven project delivery skills
* High level of written and verbal communication and presentation skills
* Ability to work as part of a fast-moving team.
* ICT skills (Word, Excel, Internet and PowerPoint)
* Full driving licence and access to a vehicle
* Availability to work evenings and weekends
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# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview  |
| * QCF Level 6 or equivalent level experience
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# Desirable education and qualifications.

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| These criteria will be evidenced via certificates, or at interview  |
| * NVQ Level 2 Youth Work or equivalent
* First Aid Certificate
* Minibus driver
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# Essential knowledge

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| These criteria will be assessed at the application and interview stage  |
| * A strong understanding of the needs of young people
* Knowledge and understanding of how multi-agency partnerships operate
* Sound knowledge of issues relating to the involvement and full participation of children and young people
* Clear understanding of current participation policy developments
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# Essential experience

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| These criteria will be assessed at the application and interview stage  |
| * Experience working with young people in a variety of settings
* Experience of empowering young people and using innovative methods to enable them to develop their own projects
* Experience of supporting young people in articulating their views to decision makers.
* Experience of delivering projects
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# Desirable experience

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| These criteria will be assessed at the application and interview stage  |
| * Experience of directly supporting children and young people to participate.
* Experience of Service User Evaluation programmes
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# Other essential criteria

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| These criteria will be assessed at the application and interview stage  |
| * The ability to integrate Equal Opportunities into daily working practices
* Commitment to working as a positive and constructive team member
* Self-starter
* Excellent interpersonal and communication skills
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# Other desirable criteria

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| These criteria will be assessed at the application and interview stage  |
| * Flexible approach to working practices
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**Date (drawn up): Modified May 2022**

**Name of Officer(s) drawing up person specifications: AG**

**Job Evaluation Reference:**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | Yes |
| Working at height | No |
| Shift / night work | Yes |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | Yes |
| Exposure to blood /body fluids | No |