

Job Description and Person Specification

Participation Worker

Job Details	
Grade	GRD5
Service	Looked After Children
Location	City Wide
Job Evaluation Code	L3619D

About Coventry City Council
We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation: Open and fair: We are open, fair and transparent. Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be. Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing. Create and innovate: We embrace new ways of working to continuously improve the services we offer. Own and be accountable: We work together to make the right decisions and deliver the best services for our residents. Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose
As Participation Worker, you will foster meaningful engagement with children, young people, and parents/carers to enhance their involvement in shaping services and policies. You will collaborate with a diverse range of stakeholders, including elected members and partner agencies, to address participation matters effectively. You will organise and steer the efforts of the participation team, ensuring excellent service development and delivery.

Main Duties & Key Accountabilities

Cultivating positive relationships with children, young people, parents, and carers engaged in participation activities
Designing and executing risk assessments for activities involving children, young people, parents, and carers to ensure safety and compliance
Fostering and sustaining connections with Voices of Care members and their support networks, keeping them informed of engagement opportunities
Collaborating with external agencies to deliver integrated support for children, young people, and their families
Encouraging active and efficient involvement of children, young people and their families in various council initiatives
Contributing to the recruitment, training, and development of individuals for roles in consultation and service evaluation
Networking with professionals across agencies to share and adopt best practices for service improvement
Liaising regularly with senior management to report on progress and coordinate strategic actions
Assisting in the organisation, delivery, and assessment of events and activities managed by the Participation Team
Supporting the monitoring and evaluation of services within the team, ensuring quality and effectiveness
Drafting and overseeing the implementation of Action Plans for the team, coordinating with relevant staff across agencies

Key Relationships

External:	Health, Police, Education, voluntary sector, local businesses, regional partners, national partners e.g. Coram Voice
Internal:	Whole service

Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of

- any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
 - any other duties and responsibilities within the range of the salary grade.

Responsible for

No Managerial Responsibilities

Person Specification

Requirements	
Knowledge	Have an understanding of the challenges and support mechanisms for children, young people, parents, and carers, including those who are children in care
	Possess a working knowledge of relevant policies, codes of practice, and legislation specific to the role of a Participation Worker
Skills And Ability	Be able to apply different methods of participation and understand recruitment and selection procedures for child, young person and/ or parent panels
	Be able to devise and implement risk assessments and engage constructively with young people, their families, and carers
	Have the ability to work effectively with internal staff, senior managers, and a wide network of support services
	Possess good IT skills, including proficiency in word processing, PowerPoint, Outlook, and internet research
	Be able to work independently with minimal supervision and as part of a team, prioritising workload, meeting deadlines, and evaluating activities and events

	Possess excellent communication skills, including presentation skills and be able to support the delivery of strategy
Experience	Have experience working with children, young people, parents and carers or equivalent experience such as education, youth, health, or social work
Qualification	Possess a relevant qualification in working with children, or equivalent experience in a professional environment
Special Requirements	Have the capacity to work flexibly, including outside of normal working hours when necessary for the role
	Be able to travel to various locations within Coventry to fulfil the duties of the Participation Worker role