

Job Description and Person Specification

Participation Team Leader

Job Details	
Grade	GRD8
Service	Children in Care Service
Location	City Wide
Job Evaluation Code	L3233D

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 the Participation Team Leader, you will promote the engagement of children, young people, and families in shaping a child-friendly city. You will ensure their voices influence strategies and services, contributing to the development and improvement of provisions impacting their lives. You will advocate for the rights of children and families. Your role will focus on embedding child and family perspectives at the heart of decision-making and service design.

Main Duties & Key Accountabilities

Leading the coordination of children, young people, and parents' participation in strategy and service development
Coordinating responses across various audiences on Involvement, Children's Rights, and Family Rights agendas
Developing, implementing, and monitoring mechanisms for service feedback from children, young people, and families
Ensuring policies and strategies reflect high standards for Involvement, Children's Rights, and Family Rights
Coordinating stakeholder events aimed at service improvement and redesign
Developing and coordinating the Children in Care Council to represent views at the Corporate Parenting Board
Providing consultancy, training and disseminating good practice to promote Involvement, Children's Rights, and Family Rights
Managing staff and ensuring compliance with policies and procedures in personnel, health and safety, and finance
Planning, allocating, and controlling budgets to ensure value for money and optimum funding use
Upholding Equal Opportunities Policy and advising on actions to promote equality from monitoring work
Promoting quality, implementing quality systems, and reviewing working practices for quality services
Advocating partnership working through Child Friendly Cov

Key Relationships

External:	Statutory and voluntary partner organisations
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

The Participation Team

Person Specification

Requirements	
Knowledge	Have awareness of current issues, policies, and agendas affecting children, young people, families, and carers
	Possess understanding of participation methods with children, young people, parents and carers
Skills And Ability	Be able to communicate effectively with a diverse range of participants, including children, young people, parents and carers, both in writing and verbally
	Possess negotiation skills to engage strategically with agencies and stakeholders
	Be able to lead and foster a culture of change that promotes creativity and innovation
	Have the ability to create accessible project briefs and strategies for children, young people, parents and carers and evaluate agency practices
	Possess computer literacy to organise information and compile reports
	Be able to work independently and also take initiative in partnership work and engage proactively with local groups
Experience	Be experienced in engaging children, young people, families, and carers in decisions impacting

	their lives
	Be experienced in management and strategic planning within key agencies such as Health, Police, Education, Children's Services, or the Voluntary Sector
Qualification	Possess a professional qualification relevant to the role