

Job Description and Person Specification

Role: Participation Worker



Job Description

Job Title	Participation Worker
Grade	5
Service	Children's Services
Reports to	Children's Champion
Location	Broadgate House
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: 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:



About the Service your team will provide

Purpose of the role

Under the guidance and supervision of senior staff:

1. To work with the children, young people, parents and carers to develop their active participation in the service and its development, in shaping service provision and policy.
2. To work closely with elected members, staff and partners on participation issues.
3. On behalf of the service, help manage and organise the work of the participation team including the involvement of children, young people, parents and carers.

Main Duties & Key Accountabilities

Main Duties and Responsibilities:

1. Develop positive relationships with children, young people parents and carers involved in participation activities.
2. Devise and implement risk assessments for all activity involving service users
3. Establish and maintain relationships with the members and their families/carers of Voices of Care in order to keep them informed about activities they can get involved with.
4. Establish good relationships and work closely with other agencies who may also be involved in supporting children, young people, parents and carers so that service user needs are met in a focused and integrated way.
5. Develop a full understanding and knowledge of the range of agencies and activities, which can be drawn upon to support children, young people, parents and carers.
6. Promote the efficient and effective involvement of service users and their families/carers.
7. Contribute to recruiting, training, supervising and developing individuals for involvement in consultation, commissioning, service evaluation and recruitment and selection processes.

8. Network with staff in other agencies to ensure identification and dissemination of best practice.
9. Liaise and meet regularly with designated senior manager, to report and discuss progress and activity and to take appropriate action as agreed.
10. To assist in the planning, running and evaluation of activity and events put on by the Participation Team.
11. Support the service monitoring and evaluation procedures within the Participation Team.
12. Draft Action Plans as required for the Participation Team and to co ordinate implementation within own area and with relevant staff from other agencies.
13. Contribute to reports for Senior Management Team as appropriate.
14. Assist senior management in the recruitment and deployment of Volunteer Mentors within the service and contribute to their programme of training and induction.
15. Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Health, Police, Education, voluntary sector, local businesses, regional partners, national partners, Coram Voice, Mind of my Own,	Internal Coventry City Council, Coventry Children's Services, Elected Members
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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.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

Person specification

Job Evaluation Code	
Knowledge	
An understanding of the challenges facing children, young people, parents and carers (including Looked After Children.)	
An understanding of working with children, young people, parents and carers (including Looked After Children.)	
An understanding of the range of agencies and activities that provide support to children, young people, parents and carers (including Looked After Children.)	
A working knowledge of policies and codes of practice in areas specific to the post.	
An understanding of relevant legislation in relation to the post.	
A working knowledge of the different methods of participation and when best to apply them.	
An understanding of recruitment and selection procedures in relation to running service user panels within the recruitment and selection process.	
Skills and Abilities	
To devise and implement risk assessments for activity carried out by the Participation Team	
To engage constructively with, and relate to, a range of young people, and with their families and carers.	
To work effectively with staff and senior managers within the service.	
To work effectively and network with a wide range of support services.	
To develop productive and supportive relationships with members of Voices of Care and the Coventry Foster Carers Association.	
Good IT skills including the ability to utilise word processing, power point, outlook, the internet and other packages as appropriate.	
To work independently with minimum supervision but also as part of a team.	
To evaluate own learning needs.	
To prioritise own workload and meet deadlines/targets as necessary	
To support the design, delivery and evaluation of activities and events	
Presentation skills and the ability to support the delivery of strategy.	
Experience	

Proven experience working with children and young people or equivalent experience in a related area, such as education, youth, health and social work.
Qualifications
It is recommended that you have a relevant qualification in working with children at NVQ level 2 or above or evidence of equivalent experience in a professional environment.
Special Requirements
Valid current full driving licence
This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.
This authority is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment "

Date Created		Date Reviewed	August 2023
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