

Job Description

DIRECTORATE:	Education, Early Years and Young People
DEPARTMENT:	Youth Support
POST:	Young People's Rights and Participation Worker
GRADE OF POST:	JNC (Grade 9 - 12)
RESPONSIBLE TO:	Youth Support Services Manager

JOB PURPOSE:

To increase knowledge, understanding and the delivery of children and young people's rights and participation amongst services across Bridgend to ensure they are provided with opportunities to increase their engagement within the decision making and formal democratic process.

To embed the UNCRC and ensure effective operational activities are in place to enable the participation and engagement of children and young people in all decisions that affect their lives within the context of local and national policies.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To develop and implement a range of good quality, coordinated consultation and engagement activities for the directorate to achieve a robust and consistent approach to consultation and engagement.
- To work with the local services, schools, youth work providers and Youth Council to promote, and develop, the Youth Service's 'Your Voice' forum to ensure young people from a wider demographic can have their say on matters that are important to them.
- Facilitate and support a Youth Council to represent the views of other young people within the Council's democratic process, the Public Service Board and other local and national Participation forums.
- To support the implementation of the Participation Strategy and supplementary Action Plan, and monitor progress against the actions, ensuring compliance with the statutory guidance and Local Authority expectations to deliver rights-based work and participation.
- To conduct a full Council audit on Children's Rights and contribute to the development of a baseline, performance indicator and the targets that effectively evaluates and assesses the implementation of the UNCRC and Participation.
- To monitor and review the implementation of the National Participation Standards for children and young people, providing specialist organisational support to partners, both internal and external, and to quality assure their participatory activity with children and young people.

- To represent the directorate on interest groups, at local and national events and forums, relevant to the Children's Rights and Participation agenda.
- To model good practice in relation to consultation with children and young people in line with the UNCRC.

GENERAL DUTIES

To understand the Health and Safety responsibilities which fall within a manager's role and the personal Health and Safety responsibilities within the HASAWA 1974.

To ensure that all activities are operated in accordance with Equal Opportunities legislation and Best Practice.

REVIEW DATE/RIGHT TO VARY

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Person Specification

Young People's Rights and Participation Worker

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (✓).

Attributes	Requirements	Essential	Method of Evaluation/Testing
Qualifications, Education & Training	- QCF (NVQ) Level 3 in Youth Work or an ability to demonstrate competence through experience. - Registered with Education Workforce Council, or a commitment to achieve a Level 3 Youth Work qualification.	Yes Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	- Knowledge and experience of all aspects of consultation (planning, stakeholder mapping, results analysis and presentation, evaluation of process). - Knowledge and experience of working with children and young people around participation. - Knowledge and experience of UNCRC and National Participation standards. - Knowledge and experience of managing or leading on complex/ contentious consultation activities. - Knowledge and experience of utilising a wide range of different consultation and engagement mechanisms. - Knowledge and experience of developing and delivering training materials across multi-agency forums. - Knowledge and experience of best practise/national principles around effective consultation and engagement activities. - Experience of working with statutory and third sector organisations in relation to the participation of children and young people.	Yes Yes Yes Yes	Interview, application form and selection process.

Attributes	Requirements	Essential	Method of Evaluation/Testing
Skills & Personal Qualities	• Ability to provide advice and information to inform decision-makers. • Ability to engage with young people to ascertain their views and encourage their participation in consultations. • Understanding of equalities legislation including specific duty to engage. • Ability to demonstrate measures for monitoring effective citizen engagement activities. • Organised and systematic. • Strong IT skills. • Excellent oral and written communication skills. • Commitment to delivering high standards of work, meeting targets and deadlines. • Ability to prioritise. • Able to work on own initiative and within a team environment. • Good interpersonal skills and ability to develop strong working relationships with senior managers, colleagues, contractors, partners, and elected members. • Full and Valid Driving licence. • The ability to communicate through the medium of Welsh.	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	Interview, application form and selection process.