

# Post Specification

## Post Specification - Key Information

- **Post Title: Participation & Engagement Officer**
- **Date: 20 February 2025**
- **Post Group Number: 6513**
- **Job Family: People, Care and Development**
- **Job Family Role Profile: PCD8ii**
- **Final Grade: 9**

To be read in conjunction with the job family role profile.

## Service Area Description

The role sits within the AD Quality, Resources and Transformation Service area, as part of the Children's Services Directorate, reporting to the Partnership and Improvement Manager

## Purpose of this Post

- To ensure the drive for continuous improvement is underpinned by an understanding of the lived experience of children and families in Westmorland and Furness, supporting their involvement in service development
- To achieve positive outcomes for children and young people.
- To enable children and young people to have a voice, campaign, represent and actively participate in the design, delivery, development and improvement of services.
- To inform and influence decision-making

## Key Job Specific Accountabilities

1. Support the delivery of effective Youth Councils, Cumbria Youth Parliament, UK Youth Parliament, Make Your Mark, and other youth forum, council, committee and consultation arrangements at local, district, regional and national levels.
2. Ensure the voice of children and young people is effectively captured and evidenced, informing decision-making, and driving improvement.
3. Provide project support to the Maintain a varied and appropriate programme of children's rights and participation work. involving children and young people in the planning.

4. Provide support to ensure that participation projects and sessions are safe and efficiently delivered.
5. Ensure vulnerable, disadvantaged, and at-risk children and young people including vulnerable children and children with SEN and disabilities are engaged based on their needs, and the needs of the geographic community and community of interest.
6. To work collaboratively with colleagues across the relevant Council and partnerships to embed participation and engagement principles, mechanisms and structures.
7. Ensure positive outcomes for young people.

*Please note: Annual targets will be discussed during the appraisal process.*

### Key Facts and Figures of the Post

- **Budget Responsibilities:** None
- **Staff Management Responsibilities:** None
- **Other:** None

### Essential Criteria

- **Qualifications:** A relevant qualification at NVQ/Level 3 or above within the field of youth work, education, health and social care, or equivalent
- **Knowledge:** Working knowledge of relevant policy and legislation as it relates to young people. Working knowledge of the Cumbria Participation Framework.
- **Experience:** Experience of youth work and participation methods of working with young people. Experience of leading effective youth projects. Experience of partnership and multi-agency working.

### Disclosure and Barring Service (DBS) Checks

- This post requires a DBS check.
  - DBS Enhanced – Children

### Job Working Circumstances

- **Emotional Demands:** Working with people who may be distressed / disadvantaged. Role can involve distressing situations for the young person.
- **Physical Demands:** None
- **Working Conditions:** May experience abusive and / or aggressive behaviour

### Other Factors:

- Requires the ability to travel around the designated area and county to undertake duties.
- May include occasional out of County travel.
- Some evening and weekend work