**Role Profile**

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|  | **Service:** | **Family Services** |
|  | **Location:** | **NLBP** |
|  | **Job Title:** | **Voice of the Child Coordinator** |
|  | **Grade:** | **J (£37,293 - £41,898)** |
|  | **Post No.:** | **504876** |
|  | **Reports to:** | **Divisional Director – Improvement** |

**1. Purpose of Job:**

* To strategically develop, implement and measure effective children’s participation and engagement activity across Barnet Children’s Service, the Council and its partners.
* To work in partnership, in order to ensure that the voices of children and young people are directly informing service design, improvement and evaluation.
* To support the implementation of robust child’s rights based approaches across the children’s partnership.
* Ensure that vulnerable children and young people, such as those with care experience, are informing strategic decision making and service improvement across Children’s Services and the wider children’s partnership.
* To support wider service user engagement activity; monitoring, analysing and evidencing impact and change through youth voice activity.
* To co-ordinate and deliver high level engagement events that seek to ensure that children’s voices and views are heard before a broad audience of stakeholders.
* To support communication programmes across Children’s Services and the wider children’s partnership that seek to raise the profile of children, young people and achievements.

**2. Key accountabilities/duties/responsibilities:**

* To effectively deliver youth voice activity in line with strategic objectives laid out within Barnet’s Youth Voice Offer, Service User Engagement Strategy, Corporate Parenting Plan and Children and Young People’s Plan 2016 – 2020.
* Responsibility for the effective delivery of Barnet’s Youth Voice Offer, including Barnet Youth Board, Youth Parliament, Youth Assembly and other associated Youth Voice Forums
* To ensure the effective delivery of the Children in Care Council, ensuring that its profile is high and that the voices of its members are directly informing service improvement and design.
* Embed children and young people at the heart of the service commissioning plan and ensure that they are monitoring and evaluating service quality, outcomes and impact.
* To provide expertise to the Children’s Service and partners on effective participation work and on latest research and best practice.

* To consider national measures of progress which may be appropriate and to implement these in Barnet Council and, if appropriate, across other statutory and voluntary sector partners.
* To facilitate young people in Barnet in participating in local, London wide and national forums where they can participate and influence strategic organisations.
* To present verbally and in written format high level presentations, papers and communications to a wide audience of stakeholders, including Elected Members, Senior Officials and other key borough wide decision makers.

**3**. **Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council’s values. To ensure that a high level of confidentiality is maintained in all aspects of work.

**4.** **Flexibility**

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

**5. The Council’s Commitment to Equality**

To deliver the council’s commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

**PERSON SPECIFICATION**

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| **Service:** | **Family Services** |
| **Location:** | **NLBP** |
| **Job Title:** | **R76 - Voice of the Child-Coordinator** |
| **Grade:** | **J (£37,293 - £41,898)** |
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| **Reports to:** | **Divisional Director - Improvement** |

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| **Knowledge, training and experience** |
| **Experience relevant to post**   * Significant experience of consultation, engagement and participation work with children and young people (both individually and collectively). * Experience of developing strategic frameworks that support the empowering of children and young people in having their voices heard. * Significant experience of working with and forming positive, trusting relationships with vulnerable children and young people, including those with challenging behaviour. * Experience of communicating effectively with a range of children and young people (e.g. those with disabilities, limited English, and of different ages). * Experience of event management, project management, risk management, and event/project evaluation. * Experience of delivering * A good understanding of the differences and/or personal issues that can affect children and young people in contact with social services (emotional development, communication, trust etc.) and how best to accommodate them * An understanding of different participation or consultation processes and mechanisms, their strengths and their limitations. * Knowledge of project management, evaluation and risk assessment methodologies and/or principles. * Knowledge of how to have effective two-way communication with a range of children and young people (e.g. those with disabilities, limited English, of different ages). * An understanding of both the importance and limits of confidentiality in participation work, and how to apply these principles. * Excellent interpersonal and communication skills (verbal and written) and the ability to engage and influence others. * ICT skills including use of Microsoft applications.   **Competencies and Special aptitudes**   * Ability to engage with children and young people. * Ability to ensure young people are confident in their views being effective in shaping provision * Ability to develop policy across organisations * Ability to initiate, manage and influence change * Ability to understand the third sector and establish joint working to common outcomes * Ability to communicate well, establish working relationships and develop these to achieve outcomes. * Ability to professionally develop, manage and sustain relationships with Elected Members, senior officials and others which displays sensitivity, tact and nous. * Ability to lead and manage change in complex organisations. |
| **Skills** |
| Planning, organising and controlling skills  Communication and influencing skills |
| Initiative and Innovation skills |

**Supplementary Information Form**

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| --- | --- |
| **Post Title** | **R76 - Voice of the Child-Coordinator** |
| **Service Area** | Family Services |
| **Job Ref Number** | For office use |
| **Budget management accountability** | N/A |
| **Staff management accountability** | N/A |
| **Physical effort** | N/A |
| **Working environment** | N/A |

**Role Profile Checklist**

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| 1 | The role profile contains a **job purpose** statement that clearly and concisely describes the overall purpose of the job. This should be a short statement, usually 2 or 3 sentences at the most. | □ |
| 2 | The role profile contains a number of **accountability or responsibility** statements that describe the role in more detail. | □ |
| 3 | The role profile contains a **person specification** that clearly details the knowledge, skills and experience required by somebody to carry out the job. | □ |
| 4 | The role profile contains the level and type of qualification (or equivalent experience) required to carry out the job | □ |
| 5 | The SIF contains specific information concerning accountability for managing or monitoring budgets and/or the management or supervision of other people. | □ |
| 6 | The SIF contains specific information concerning the physical effort and/or working conditions experienced in the role. (over and above ‘normal’ office environment) | □ |

**DECLARATIONS**

This role profile and supplementary information form provides a fair reflection of the responsibilities, duties and demands of the role and the knowledge, skills and competencies required to carry it out.

Line manager to tick the appropriate boxes below:

|  |  |  |
| --- | --- | --- |
| 1 | Consulted with individual jobholder if applicable (do not tick if the job covers more than one jobholder) | □ |
| 2 | Consulted with group/sample of jobholders if applicable (do not tick if the job covers just one jobholder) | □ |
| 3 | Trades union involved in the update process if applicable (please tick if a trade union representative has been involved in the update process. For example, if the individual is a union member and requested their rep be involved or where there are larger groups of employees) | □ |

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| --- | --- |
| Line Manager | Head of Service |
| Print | Print |
| Sign | Sign |
| Date | Date |