

## Job Description

Job title	Participation and Engagement Personal Advisor
Directorate	PEOPLE : Children and Adults
Division	Children's Services, 16+ Service
Range	MPR 4
Reports to	Team Manager

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### Main purpose of the job:

As part of the Corporate Parenting Service and in line with the Participation Strategy the Participation and Engagement PA will actively contribute towards delivering the council's Corporate Parenting vision for Children in Care and Care Leavers in order to ensure the objectives and priorities are realised. The role will require creativity to find ways of understanding the needs of young people, listening to the voices of young people and providing ways for young people to experience different opportunities within Medway delivered either via the service or via partner agencies, and ensure young people are involved in service delivery and plans.

The Participation and Engagement PA will work with the Participation and Engagement Manager in the 16+ Service and will maintain and actively build on the current Local Offer to Care Leavers and develop new participation approaches to reduce isolation and ensure that young people can access targeted support and resources, from Medway Council and partner agencies. The PA will oversee and implement the calendar of activities for children in care and care leavers across corporate parenting, utilising the Hub space that is available.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

### Accountabilities and outcomes:

Demonstrate effective practice in working with young people that reflects a commitment to relationship and strengths-based practice and working collaboratively with children in care and care experienced young people.

Be creative in ways to engage children and young people, through group work, activities, events and 1-1 sessions. Formulate and deliver with colleagues and partners, a calendar of activities throughout the year for young people.

Support ongoing and new projects across Corporate Parenting that require young people involvement and take a lead in some areas, with guidance from the team manager and service manager.

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To be able to gather views and information, provide reports on the findings and formulate action plans to ensure young people are listened to and actions are recommended.

To be able to liaise with teams across the Council to identify topics and opportunities for engagement activity, and work with a range of external partners – including local and national services, agencies, and providers to support engagement activities.

To work effectively with the children in care council and the corporate parenting board to offer children and young people opportunities for providing their views, and advocating for them to a wider and varied audience within the council.

At manager discretion, other activities may be assigned that fit the job description.

### Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

### Accountabilities to Children and Young People

The children and young people of Medway have said the following qualities are really important to them:

- Be a good listener.
- Be non-judgemental.
- Be consistent and stable.
- Be contactable.
- Understand me.

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- Be honest.
- Be focused.
- Be realistic.
- Be a good timekeeper.
- Be resourceful in your approach.

Be ambitious for young people and promote others to share the same drive.

Champion Children and Young People's views and rights in everything you do.

Ensure Children and Young People's voices are listened to and acted upon.

'Do what you say and say what you do'.

### Organisation:

This role reports to the Team Manager

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

### Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

## Person specification

All criteria at level A should be considered essential requirements.

### Qualifications

#### Level A

- NVQ level 3 in Health and Social Care, or equivalent

#### Level B (in addition to level A criteria)

- Minimum 5 GCSE's including Maths and English

#### Level C (in addition to levels A and B)

- Any other relevant qualification in relation to children and young people and young adults.

### Knowledge

#### Level A

- Knowledge of the statutory obligations in relation children and young people in care or who have left care.

#### Level B (in addition to level A criteria)

- Knowledge of effective practices to engage and participate with children and young people, who have vulnerabilities and complexities.

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### Level C (in addition to levels A and B)

- Knowledge of nation and local engagement opportunities and how to access them on behalf of children and young people, to support them in sharing their views, and ensure Medway is involved across partner agencies.

## Experience

### Level A

- Demonstrable experience in working with children and young people and young adults effectively in order to gain their views.

### Level B (in addition to level A criteria)

- Experience in providing engagement opportunities for groups of people and 1-1, and experiences in summarising and reporting on the findings.

### Level C (in addition to levels A and B)

- Experience of working with a variety of teams, service and agencies when seeking participation of children and young people.

## Skills

### Level A

- Proficient in the use of Microsoft Word, Excel and Outlook
- Full driving valid for use in the UK and access to own transport for work purposes
- Ability to hold purposeful and effective discussions with children and young people.
- Ability to formulate and deliver events/activities for a group of children and young people in line with their needs and requests as well as to meet service delivery requirements.

### Level B (in addition to level A criteria)

- Ability and confidence to actively seek involvement of partners, colleagues and services when engaging with children and young people.
- Ability to work within defined procedures and to work independently and with a team, using own initiative where needed, and able to refer to line manager for guidance and authorisation where needed.

### Level C (in addition to levels A and B)

- Ability to analyse information as a result of participation of children and young people, and ability to present the findings to a varied audience across the council.