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|  WOKINGHAM BOROUGH COUNCIL | <h2>Job Description</h2> | | Job Reference |
| | | | 121/CS2024 |
| Job Title | Child and Family Advocate and Participation officer | | |
| Service | Children's Services | Team | Safeguarding and Quality Assurance |
| Location | Shute End, Wokingham | | |
| Reports to | Service Manager Quality Assurance and Safeguarding | | |
| Grade 7 | Type of position: | | Date |
| | Permanent Fulltime | | 37 |
| <p>This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.</p> | | | |
| <u>Service Purpose</u> | | | |
| <ul style="list-style-type: none"> • Deliver on Wokingham's commitment to listening to children and families, making sure they are at the centre of services delivered to them. • Maximise the participation of children and families to be truly representative and ensure sufficient numbers of children and families engage in the design and development of services delivered to them and they are involved in the decision-making about these services. • Support children and families in researching the lived experiences, perceptions, and insights of children and families across Wokingham. • Ensure children and families are involved in scrutinising and inspecting services across Wokingham, for example through auditing and walkabouts. • Support children and families work directly with leaders and decision-makers to influence change from senior levels and cascade learning through the organisation. • Demonstrate the impact of involving children and families in strategic planning and decision-making at corporate parenting panel and the children's overview and scrutiny committee. • Facilitate the engagement and participation of young people (including children in care, care experienced young people and young people accessing special educational needs and disability services and support) in the following groups and forums: <ul style="list-style-type: none"> - Children in Care Council - Care Leaver's Forum - Voice Ambassadors (to be developed) • Develop a Family Advisory Board for parents/carers who have experience of receiving services from Children's Social Care. | | | |

• Purpose of the role

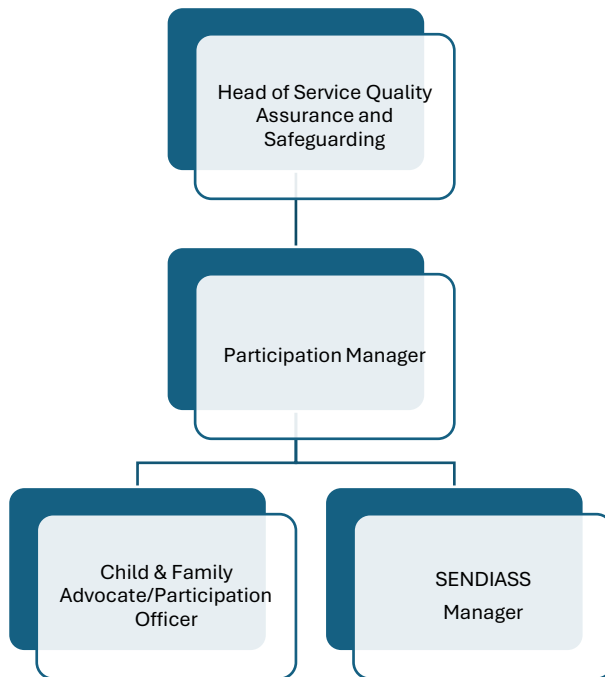
- This post is essential to Wokingham Borough Council in ensuring that the views, wishes and feelings of children, young people and their families in receipt of services are sought and listened to. That children and young people are encouraged to exercise their rights and to participate in decisions which affect them.
- To promote the child’s identity, developmental, social, emotional, educational, religious and cultural needs.

Main Accountabilities

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| 1 | Provide an advocacy service to children and families in receipt of children’s services using a range of tools to understand their views. This includes those children subject to child in need and child protection planning, children with disabilities, children in care, and young people who are care experienced. |
| 2 | Collaborate with social workers, IRO’s and a range of other professionals to maximise take up of advocacy and to facilitate the resolution of issues and raise awareness of advocacy; ensuring children have a voice and influence the decisions made about them. |
| 3 | Ensure that children and young people are informed of and understand their rights and are empowered to speak out and access these rights |
| 4 | Support children and young people through the complaint’s procedure when necessary. |
| 5 | Contribute to the development and delivery of training, seminars, workshop and other learning opportunities relating to advocacy and child and family participation. Contributing to service improvement and approaches that will better address the needs of children and young people. |
| 6 | Maintain accurate records of outcomes and contribute to the delivery of reports |
| 8 | Help plan and deliver co-production activities and projects with children and families that are inclusive and adapted to their needs and abilities, to support meaningful participation and engagement. Learning from their experiences and views through consultations, surveys, and participation events |
| 9 | Support the Participation Manager to facilitate the Children in Care Council, Care Leavers Forum, Youth Council and develop a Family Advisory Board. |
| Supervision Received | Formal supervision is provided monthly by the Participation Manager |
| Supervision Given | None |

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| Contacts & Working Relationships | <p>Internal contacts: Schools, virtual school, social workers, advocacy officer, other children’s services staff.</p> <p>Ensuring all colleagues are hearing the voice of Children in Care and Care Leavers</p> <p>Sharing the thoughts and wishes of CIC and Care Leavers with all relevant colleagues.</p> <ul style="list-style-type: none"> External contacts: Children in Care, Care Leavers, Foster Carers, Activity Providers, Local Businesses, Schools, Advocacy and Participation Officers from other Local Authorities |
| Management of resources or budget | <p>None</p> |
| Special Factors | <ul style="list-style-type: none"> Ability to travel to a variety of locations in borough, Ability to work flexibly outside office hours when required. Enhanced, DBS check required. |

Organisation Chart



Person Specification

| Qualifications | Essential | Desirable |
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| NVQ level 3 in a relevant subject or equivalent qualification/experience | X | |
| Commitment to further own professional development about child participation practices, trends and challenges | X | |
| Technical Skills. | Essential | Desirable |
| Ability to communicate effectively and build trusting relationships with children in a short space of time | X | |
| Ability to work directly with children and adapt practices to meet the needs of all children including those with Special Educational Needs and Disabilities (SEND) | X | |
| Excellent verbal and written communication skills to effectively engage with children, families and stakeholders | X | |
| Skills in evaluating the impact of participation initiatives and making data-informed decisions | X | |
| Knowledge | Essential | Desirable |
| Have knowledge of legislation and guidance relating to children's rights and advocacy and familiarity with policies and best practice that promote children's participation | X | |
| Understanding and respect for diversity, ensuring that the perspectives of children from different backgrounds and included and valued | X | |
| Experience | Essential | Desirable |

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| Direct experience of working with children young people and their parents/carers, particularly those from diverse backgrounds. | X | |
| Direct experience of creating inclusive environments and working with children and young people who have difficulties building trust and need extra support to feel safe to express their opinions and ideas | X | |
| Experience in roles that involve facilitating groups or activities with children such as teaching, youth work or community organising. | | X |
| Experience of directly advocating for children. | | X |
| Lived experience of receiving services as a child or adult | | X |
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| Completed by: | Sara James | Date: November 2024 |