



Job Description

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.

Post Details	
Job Title	Participation Officer
Job Reference	713303
Service	Participation Team
Team	Safeguarding and Quality Assurance
Location	Shute End, Wokingham
Reports to	Participation Manager
Responsible for	N/A
Grade	6
Contract Type	Permanent
Hours	Full Time. Flexible working required including evenings.

Main Accountabilities	
1.	Assist the participation manager to facilitate the engagement and participation of children, young people and families in the following groups and forums -Children in Care Council -Children in Care Council Juniors -Youth Council -Care Leavers forum (online) -Additional Needs Inclusion Champions -Family Advisory Board -New activity to be developed
2.	Help plan and deliver co-production activities and projects with children, young people and families that are inclusive and adapted to their needs and abilities. This could include surveys, consultations and participation events.
3.	Maximise the participation of children, young people and families to be truly representative and ensure sufficient numbers of children, young people and families engage in the design and development of services offered to them.
4.	Support children and families to work directly with leaders and decision makers to influence change at senior level including attending Corporate Parenting Board.
5.	Assist the participation manager in recording and reporting on outcomes that demonstrate the impact of the service.





6.	Assist the participation manager in supporting our young experts.
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Person Specification	Essential	Desirable
Education/Qualifications	Y GCSE maths and English or equivalent.	
	Y Commitment to further professional development.	
Experience	Y Experience of working with children and young people especially those who have additional needs or have experienced involvement with children's services. Or Lived experience of receiving services as an adult or a child.	
Skills/Knowledge	Y Ability to communicate effectively and build trusting relationships with children, young people and families. Ability to work 1-2-1 and in groups with children, young people and families and adapt approach to meet the needs of all people including those with special educational needs and disabilities Good verbal and written communication skills Understanding and respect for diversity	Skills in evaluating the impact of participation initiatives and making data informed decisions. Experience in roles that involve facilitating groups or activities with children, young people and families. Experience of communicating with leaders and decision makers to ensure all colleagues are hearing the voice of children, young people and families.
Behaviours/Attributes	Y Ability to work with children, young people and families in challenging circumstances in a trauma informed way. Understanding of diversity and inclusion, ensuring that perspectives of children, young people and families from different backgrounds are included and valued. Ability to reflect and adapt practice to meet the needs of children, young people and families	





Purpose Details	
Service Purpose	Deliver on Wokingham's commitment to listening to children, young people and families, making sure they are at the centre of services delivered to them. Our Core Values Inclusion <i>"Everyone feels included and knows that their voice matters."</i> Influence <i>"Children, young people and families help shape what services look like. Services develop to reflect real needs."</i> Growth and Empowerment <i>"Children, young people and families develop skills, confidence and feel empowered."</i> Trust and Respect <i>"We build trust and friendships, collaborating for shared outcomes."</i>
Role Purpose	To support the planning and delivery of participation activities that actively seek, capture, and respond to the views, wishes, and feelings of children, young people, and families who are receiving services. This role ensures their voices are meaningfully included in shaping service development and delivery.

Supervision and Relationships	
Supervision Received	Formal supervision provided Monthly by the participation manager
Supervision Given	None
Contacts	Schools, virtual school, social workers, child and family advocate, young experts, other children's services staff.

Resources/Budget Management
None

Special Requirements
Ability to travel to a variety of locations in Wokingham Borough
Ability to work flexibly outside of office hours
Enhanced DBS check required

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N





Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	N
Driving for Work	Y
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	Y
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Shute End, home working and community work at youth centre

Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	Y
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N





WOKINGHAM
BOROUGH COUNCIL

None of the Above

Y

Disclosure and Barring Service (DBS)

Details

DBS Requirement

Enhanced DBS required

Eligibility Tool

Find out which DBS check is right for your employee - GOV.UK
([Find out which DBS check is right for your employee - GOV.UK](#))

Re-checks

3 yearly

Evaluation Declaration

Date of Evaluation:

September 2025

Evaluated by:

HR Team

