

Job Description – Participation and Co-production Support Worker

Education and Children's Services

Service: Participation and Co-production Team, Policy, Commissioning and Children's Health

Location: Various across Lancashire – based at County Hall, Preston

Salary range: £29,644 - £33,066 (Trainee range - £26,225 - £28,516)

Grade: JNC 11-14 Qualified (Trainee range JNC 7-10)

Reports to: Strategic Participation and Co-production Lead / Participation and Co-production Worker

Staff responsible for: Assistant Participation and Co-production Support Workers - usually 1-2 direct reports maximum

Particular criteria prioritised by our children and young people are highlighted in italics.

Job Purpose
<p>Reporting to the Strategic Participation and Co-production Lead or a Participation and Co-production Worker, the post holder will work with colleagues in the Participation and Co-production Team as well as colleagues across different Education and Children's Services to deliver high-quality, fun, engaging and purposeful participation and co-production projects and sessions with children, young people and adults. Whilst the role will work predominantly in the realms of those with experience of being in the care of Lancashire County Council or those with Special Educational Needs and Disabilities, the role will also support other projects within the remit of the Participation and Co-production Team. The main groups this person will support include LINX, our children in care council (8-16yrs), our Care Leaver Forum (17-24yrs), and POWAR, our SEND forum (11-24 yrs).</p> <p>They will work across the county on a flexible and needs-led basis. Post holders will be expected to regularly undertake evening and occasionally weekend work to meet the needs of communities and children and young people. It is likely the post holder will regularly work 3 evenings/week on average.</p> <p>The post holder will undertake, coordinate and deliver their role using the values and behaviours expected from youth and community work. They will recognise and support the varied needs of children, young people and adults with whom they work and enable and empower them to form and share their views, represent their peers, and work with others to influence change. This highly relational approach will seek to develop those individuals as well as contributing to wider initiatives, policies and long-term change for the benefit of themselves and others.</p>
Accountabilities/Responsibilities
<ol style="list-style-type: none"> 1. Support participation and co-production initiatives and groups predominantly within the realm of those with experience of being in the care of Lancashire County Council and those with SEND. The role will mainly lead group work activity but with some expectation of 1-1 interaction with children, young people and adults as needed to support individuals. 2. Work with the Participation and Co-production Workers, colleagues internally and externally and a variety of individuals with lived experience to plan, promote, deliver and evaluate high-quality, <i>fun, engaging, purposeful</i> and impactful projects and sessions.

3. Support recording on information management systems and provide written reports.
4. Line manage Participation and Co-production Assistant Support Workers as required in line with council policy and procedure.
5. Actively champion and advocate for children, young people and adult's participation at all levels.
6. *Make appropriate connections and referrals to support the needs of individuals interacting with the team.*
7. Contribute to the development of the Service through team meetings.

Other

1. Flexible application of working hours to respond to needs arising from managing and delivering a service which partly operates outside core daytime working hours. The post holder will have a flexible working pattern to include regular evening and occasional weekend working.

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post-holder. This is not an exhaustive list of all tasks that may fall to the post-holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Customer Focussed

We put our children, young people and adult's needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Our Values

We expect all our employees to demonstrate and promote our values:

Supportive

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

Innovative

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

Respectful

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

Collaborative

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification

Participation and Co-production Support Worker

Education and Children's Services

Requirements	Essential (E) or Desirable (D)	Identified by Application Form (A) or Interview (I)
Qualifications		
NVQ/RVQ 3 Locally recognised JNC Qualification in Youth and Community Work (The option is held to appoint to this post where this essential qualification is not already in place. In such circumstances, the candidate will be expected to undertake this qualification within a reasonable period and will be appointed on the trainee scale (JNC 7-10) until this is achieved).	E	A
Professional and/or academic level 3 qualification or equivalent or substantial experience in a relevant technical, specialised or operational field.	D	A
Experience		
Experience of youth and community work with children, young people and adults.	E	A,I
Experience of participation, engagement and co-production activity with a variety of stakeholders.	D	A,I
Experience of working effectively as part of a diverse team to achieve targets and meet deadlines. <i>The ability to promote teamwork in the groups being delivered.</i>	E	A,I
Experience of supervising staff, including ability to delegate tasks, track performance, coach, mentor and advise.	D	A,I
Experience of managing budgets and/or resources deployed to assist with the delivery of service provision.	D	A,I
Experience of working with a wide range of other professionals to develop and deliver shared initiatives for service delivery.	E	A,I
Knowledge and Skills		
Ability to plan, deliver, support and evaluate high quality, <i>creative</i> and purposeful group work sessions for children, young people and adults that have clear outcomes and direction. There is some expectation of 1-1 interactions also.	E	A,I
Well-developed interpersonal skills, with the ability to establish and maintain good relationships with children, young people and adults that are strengths-based and trauma informed. <i>Someone fun and chatty, who likes to play games, get involved and can take a joke or</i>	E	A,I

<i>two. Someone who can help children and young people form friendships with one another.</i>		
An understanding of underpinning legislation and theory around children's rights and participation, including the Lundy Model.	D	A,I
A strong commitment to children and young people and an understanding of what matters to them. <i>Someone who is willing to learn from children and young people.</i>	E	A,I
Tenacity, <i>patience, flexibility</i> and a great deal of resilience. <i>Someone who can handle different behaviour calmly and not shout.</i>	E	A,I
The ability to treat children, young people and adult's concerns with respect, tact and sensitivity, while being aware of the limits that are required by confidentiality, (Fraser) competence and the boundaries that govern the practitioner/child/young person/adult relationship. <i>Someone who can listen with care.</i>	E	A,I
Good written and verbal <i>communication skills</i>	E	A,I
Ability to work without close supervision.	E	A,I
Ability to build and maintain effective networks and relationships.	E	A,I
Ability to use management information systems to ensure ongoing review of performance of teams and progress towards targets and objectives within the service.	E	A,I
Ability to drive County vehicles and willingness to undergo MiDAS training.	E	A,I
Ability to work flexibly, up to 2-3 evenings a week, occasional weekends & residentials and during school holiday periods and to work across the county of Lancashire.	E	A,I
Other (including special requirements)		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	I
3. Display the LCC values and behaviours at all times and actively promote them in others	E	I