**Children’s Services Participation Apprentice**

**Apprenticeship: Youth Support Worker Level: 3 (equivalent to A Level)**

**Pay Rate: £9.84 per hour**

**Full time: 37 hours per week**

**Duration: 24 months**

**Job Description**

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| **Job Purpose** |
| The Leaving Care team provides advice, support and assistance to young people who have previously been looked after by Telford & Wrekin up until the age of 25. As a member of the Participation Team in Children’s services,you will support the delivery of the Care Leavers Local Offer in line with the Council’s vision, values and strategic objectives. You will also support the child and young person’s voice being heard and acted upon across Children’s Services, including system change, supporting with planning engagement events and devising tools to capture the child/young person’s voice and influence change in practice development, in line with the Social Care reforms.  |
| **Major Tasks**  |
| The main purpose of the post is to work within the Participation Team to develop groups and participation activities, events and Leavers Come First Forum for all Telford and Wrekin care leavers, encouraging and supporting care leavers to attend and to feel confident in expressing their views and concerns, which will help steer Leaving Care Services to understand and meet the needs of young people who are leaving care. The role will consist of participating in regional and National care leaver forums, events and increasing the participation of Telford and Wrekin care Leavers in such forums and events.In addition to supporting with continued development to capture the child/young person’s voice and influence across children’s services, both within direct work to influence individual plans as well as impacting on practice development. As an Apprentice the post holder will be provided with the training and experience required to gain a full apprenticeship qualification including functional skills, technical certificates and practical experience within the workplace.The post holder will be:* Expected to lead and/or contribute to a range of projects and build relations with both internal and external partners in order achieve specified outcomes, but will not have direct authority over those involved.
* Deliver effective arrangements for capturing the views and opinions of young people who are receiving support from Children’s social care.
* Assist in the development and promotion of groups and activities for child/young person engagement to meet their needs and aid practice development.
* Encourage and support young people to develop skills and knowledge related to engagement and citizenship
* Engage with colleagues to promote the best interests of children/young people supported by children’s social care.
* Engage with other agencies to attend participation activities and feed into the work undertaken by the group.
* Undertake consultations with young people around the key issues that they face.
* Listen and respond positively to the concerns and views expressed by young people and work to overcome obstacles and barriers that prevent children and young people from attending groups and events
* Provide statistical data and reports to evidence the impact and effectiveness of the leaving care service in relation to the Local Offer
* Support with gaining and hearing the feedback of children and young people in relation to matters important to them and the support they receive, and how these views impact on practice development.
* Share information and ensure that good practice is followed regarding confidentiality and data protection
* Be responsible for promoting and safeguarding the welfare of young people and vulnerable adults that you come into contact with.
* Challenge and report unfair or unprofessional practice
* Be responsible for issuing travel passes and vouchers, as needed

The post holder will contribute to the participation and engagement strategy by;* Contributing to the development of service standards linked to best practice
* Contributing to the development and review of the Local Offer
* Contributing to the development of the engagement of children and young people who are supported by Children’s Services.
* Attending and Reporting to Corporate Parenting Panel as required
* Participating in training
* Attending regional and national care leaver events and organising activities and engaging care leavers
* Ensuring the views, wishes and feelings of children and young people are captured and influence direct support with their family and wider practice development.

These duties are illustrative and not exhaustive. The post holder will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce. |
| Contacts & Relationships |
| * Direct contact and working relationships with practitioners across children’s services
* Direct contact and working relationships with multi- agency partners
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| Creativity |
| * Creative approaches to engaging children and young people and hearing their views
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| Decisions |
| * Supporting with the planning of engagement events
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| **Management & Supervision** |
| * There is no requirement for management and/or supervision for any other member of staff.
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| **Supervision Received** |
| * The post holder will sit with the SDM in Service Improvement and Efficiency and will receive mentoring and support from various officers within the team, in addition with practitioners involved in child/young person engagement across children’s services working on projects.
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| **Complexity** |
| The post holder will ensure they:* adopt a customer focused approach when delivering their service, ensuring engagement with service users and maintenance of an appropriate personal profile,
* act as an advocate for their service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Telford
* meet individual, service and personal development targets agreed through the Personal Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of the Council,
* work with colleagues to meet the team’s key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council’s corporate and service objectives.
* meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.
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| **Other** |
| The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade. The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc. The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

**Person Specification**

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| Criteria | Standard |
| Experience | * Care experience young person, previously child in care of Telford and Wrekin Local Authority
* Knowledge and experience of the range of issues that affect young people in care and care leavers.
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| Knowledge | * Some experience of IT systems
* Some understanding and use of social media
* To have an understanding of the meaning of confidentiality and professional boundaries
* To have a range of communication skills spoken and written communication
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| Skills | * Feel comfortable speaking to groups as well as working on a 1-1 basis
* Be able to act on the direction of the Leaving Care Team Manager and Lead Participation practitioners.
* To be committed to continuing professional development
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| Personal style & behaviours | * Be motivated and proactive
* You will need to be mature, reliable, motivated and have the ability to work independently at times. - as well as supporting the wider Children’s services teams.
* To have a helpful, friendly and courteous disposition – be able to manage your feelings and emotions whilst in the work place and maintain a level of professionalism
* To work flexibly to include evening and weekend work when necessary - and work between other sites as required and be prepared to partake in activities away from your main place of work
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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| None |  |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure |  |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>