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| Service and job specific context statement | |
| **Directorate:** | Children and Young People's Service |
| **Service:** | Children and Families Service |
| **Post title:** | Youth Voice and Creative Engagement Officer |
| **Grade:** | J |
| **Responsible to:** | Youth Voice and Engagement Strategic Manager |
| **Staff managed:** | None |
| **Date of issue:** | April 2019 |
| **Job family:** | **C&S - Care & Support** |

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| Job context |
| The post holder works in a service that must ensure that strategic vision for youth voice and creative engagement are translated into local plans in collaboration with service users alongside professionals and partner organisations.  The job will be to develop, co-ordinate and directly contribute to, the delivery of youth voice and creative engagement activity and programme of opportunities within a range of settings.  The post holder will ensure that disadvantaged and vulnerable groups and those disengaging with education are encouraged and supported to engage with youth voice opportunities.  The post holder will be required to support the development and implementation of a creative alternative education provision.  To deliver arts based programmes to young people that supports the implementation of the youth voice and creative engagement vision and strategy.  To engage in opportunities to embed the arts within other accredited programmes and frameworks.  A commitment to shared values is required along with the common purpose of developing a culture of interagency working; including statutory bodies, third and private sector organisations.  The post holder must:   * Know that development includes emotional, physical, intellectual, social, moral, and character growth and know that they can all affect one another. * Maintain professional knowledge and skills through continuous development. * Understand their own role and its limits and the importance of providing care or support. * Understand their role in promoting the normal development of children and young people. * Understand the importance of sharing information, how it can help and the dangers of not doing so. * Understand systems in placed to protect children and your role in their effectiveness. * Work within ethical, legal, regulatory and procedural frameworks.   The Service will reflect the needs of the communities that it serves. This will require staff at all levels being able to work flexibly to include evening and weekends and in different venues.  This post requires an enhanced DBS check. |

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| **Structure** |

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| Job Description | |
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| Job purpose | Undertake work across the County which ensures the establishment, promotion, maintenance and continued development of suitable processes and mechanisms that effectively engage with children and young people to make sure their views are heard and represented within democratic processes and forums. The postholder will also ensure that children and young people are actively involved in designing, implementing and evaluating services for children and young people. The Post holder will also contribute to the design and delivery of an alternative education provision. |
| Operational management | * Maintain and help develop systems for effective consultation and participation with children, young people and families to ensure that vision and strategy for youth voice and creative engagement is fully implemented. * Engaging with a wide range of children and young people, and in particular with vulnerable groups; e.g. inclusive of looked after children, young people leaving care, young carers, and children with SEND, those disengaging from education, young people involved in offending and families across all services. * Contribute to the work of relevant council customer theme working groups. |
| Communications | * Develop effective arrangements for capturing the views and opinions of children & young people in a designated area of North Yorkshire and across a countywide thematic lead. * Required to review and evaluate methods of engagement in order to provide the most effective methods and taking into account the audience. * Develop, promote and contribute to an alternative education programme using creative engagement and the arts. * Be responsible for setting up, supporting and maintaining processes and mechanisms that bring children and young people together and enable them to organise themselves, identify and contribute to democratic processes and decision making forums. * Maintain and develop further links with regional and national forums. * Encourage and support children and young people to develop skills and knowledge related to engagement and citizenship. |
| Partnership / corporate working | * Liaise and work collaboratively with a range of agencies/partners delivering services to children and young people. * Engage with colleagues, inside and outside of the Council, who support youth voice. * Engage with colleagues in schools to support their school councils. * Engage staff across the council in the delivery of engagement activity with children and young people. * Be able to represent and articulate the purpose of children and young peoples’ Voice at practitioner meetings and in other forums. * To promote the work of other youth voice organisations and creative alternative education provision for those disengaging with education. . * Undertake consultation work with young people around specific themes * Engage in opportunities to embed creative engagement and the arts in to alternative education programmes using accredited programmes and frameworks |
| Child and young person development | * Listen and respond positively and in a timely fashion, to the concerns and views expressed by children and young people. * Encourage the principals involved in developing an effective voice for children and young people. * Promote the development of youth voice and creative alternative education provision. * Work to overcome obstacles and barriers that prevent children and young people (especially those from vulnerable or disadvantaged groups), from effectively engaging youth voice processes and education |
| Resource management | * Manage resources as directed by line manager |
| Systems and information | * Share information and ensure good practice is followed regarding confidentiality and data protection. * Encourage children, young people and families to share information. * Contribute to the effective performance management of the team |
| Safeguarding | * Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with. * Challenge and report unfair or discriminatory or unprofessional practice. |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge   * In depth knowledge and understanding of universal and targeted work with children and young people. * Knowledge of equal opportunities. * In depth knowledge of how children and young people may be vulnerable or disadvantaged. * Knowledge and skills to be able to raise awareness and educate children and young people about risk taking behaviours. * Knowledge of creative engagement and participation methods | * Knowledge and understanding of youth councils and democratic processes. * Knowledge and understanding of children and youth led learning models of practice. * Knowledge of fundraising. |
| Experience   * Recent experience of engaging children and/or young people in consultation, decision making and partnership activity. * Recent experience of working with partners across a range of services to provide engagement opportunities for children and/or young people. * Recent experience of working with children and young people on arts based programmes of work * Experience of working with a wide range of partners * Management of resources. * Experience of working to quality standards. | * Experience of communicating through social media. * Experience of working with vulnerable groups (for example SEND, looked after, young carers). * Experience of youth engagement work |
| Occupational Skills   * Working under own initiative. * Ability to engage and form good quality, appropriate relationships with children and/or young people who may be challenging, through reasons of vulnerability or disadvantage. * ICT skills including using social media (e.g. Facebook). * Uses a range of techniques to successfully persuade, influence and/or negotiate with others in a range of situations. * Ability to deliver presentations which engage children, young people and adults in a range of situations. * Ability to work constructively as a member of a team. * Ability to work in partnership with other organisations. * Good interpersonal skills. |  |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role | * Professional qualification related to working with young people and/or children to a minimum of level 4. |
| Other Requirements   * Ability to travel across the county for business purposes. * Ability to work flexibly to include evenings and weekends. * A commitment to continuing professional development and participation in training opportunities. |  |
| Behaviours | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.