

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Participation & Mentoring Project Support Worker (Lead Ambassador)	Grade:	SC6
Reports to (Designation):	Service Group Manager	Grade:	SM1
Directorate:	Children and Young People	Department:	CLA (16+), UASC and Leaving Care

Main Purpose of the job:

To Support the development, implementation, promotion, support, evaluation and review of the participation of children looked after in service delivery by working across the Council and with agencies to ensure children looked after and care experienced are involved and influence the planning process for services for children and young people.

Summary of Responsibilities and Personal Duties:

1. To support, monitor, evaluate and effect change in service delivery and practice on the involvement and participation of children looked after and care experienced with services.
2. To support the mentoring project for children looked after and care leavers
3. To co-ordinate activity with existing work on young people involvement in the Council and its partners to ensure a coherent approach to children looked after and care leavers being involved in the design of service delivery
4. To support the Participation & Mentoring Project Officer in the development, project management and coordination of specific projects and events and contribute to planning strategies for services to children looked after and care leavers.
5. To promote good practice in line with participation principles and evaluate the impact of children looked after and care leaver's participation on services.
6. To develop creative and innovative ways in which children looked after, and care leavers can be heard in a range of different contexts across the Council including young people initiated and young people directed activity.
7. To plan, evaluate and analyse consultation exercises with service users.
8. To organise and deliver training to staff, managers and agencies on the participation of children looked after and care leavers.
9. To work directly with children looked after and care leavers, and ensure they are provided with accessible and age-appropriate information, and they are supported to participate in a range of decision-making processes.

10. To contribute to the preparation of information and reports for publication, bulletins and briefings as required to both internal and external audiences including senior officers, partner agencies and elected members of the Council.
11. Contribute to identifying suitable funding sources and in preparing & presenting funding bids.
12. Ensure that appropriate budget monitoring and forecasting takes place and that the budget is used efficiently and effectively.
13. Support the recruitment, management, development and support of staff and volunteers and ensure that their performance is regularly evaluated. To regularly meet with staff, individuals or groups of volunteers to provide support or counseling.
14. To perform these and any other duties within the scope of the post flexibly and with full regard to the confidential nature of the post.
15. To carry out the duties of the post with due regard to the Council's Equal Opportunities Policies.

Internal Contacts: These include Children and Young People, Personal Advisors, Social Workers, Team and Senior Managers, Workforce Development, Young Advisors, Fostering, and Care Resources

External Contacts: This will include Council Committees, Voluntary Services, Community Organizations, Placement/Accommodation Provides, and Local Businesses

To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.

To carry out duties with due regard to the Council's values and behaviours

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff:

Title:	Grade	No of posts
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Number of partially managed staff:

Title:	Grade	No of posts
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PERSON SPECIFICATION

Job Title: Participation & Mentoring Project Support Worker (Care Leaver Ambassador) **Grade:** SC6

Department: CLA (16+), UASC and Leaving Care

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity	
Understanding of and commitment to the Council's equal opportunities policies and anti-racist practice	S
Understanding of how equality and diversity relates to this post	S
Knowledge	
Good working knowledge of the Children Act, current legislation, regulations, policy, guidance and standards relating to services for children.	S
Knowledge of participation practice and mentoring schemes	S
Recognised training qualification	
Demonstrable evidence of continuous professional learning	S
Aptitude	
Ability to use own care experience to support and engage children and young people, in the development of services, and set boundaries	S
Skills	
(To Be Tested – T)	
Ability to lead and motivate others to achieve outcomes by modelling a confident and positive approach	
Ability to build effective professional relationships with staff and to deal with personnel issues	
Able to understand and contribute to broad Council context and strategy including being able to operate effectively in a political environment	
Able to solve problems, analyse and evaluate information and make sound and timely decisions and judgements.	
Able to effectively influence and negotiate to achieve outcomes.	
Ability to manage own workload, responding flexibly and constructively to conflicting priorities and pressures.	

Excellent written and oral communication skills	T
The ability to build strong partnerships with a range of local bodies to further the participation objectives and to gain support and buy-in across the Council to the Directorate's aims	
Practical counselling skills and high level of interpersonal skills	
Ability to co-ordinate and manage projects, generate viable action plans and put into operation and monitor progress	T
Ability to interact effectively and confidently with a range of senior and junior contacts	
Experience	
Substantial Care Experience (Care experienced adult)	S
Substantial experience of working in children services setting and working directly with looked after children in a diverse community	S
Of implementing and effecting sustainable changes for services for children	S
Of effectively managing budgets	S
Of working collaboratively with other services and agencies to achieve positive outcomes for children and young people.	S
Of project management	S
Of writing and delivering reports for formal bodies such as Council committees and partnership groups.	S
Of identifying, preparing and presenting funding bids	S
General Education	
Educated to GCSE level (equivalent or above)	
Personal Qualities	
Able to show empathy, patience, resilience, strong communication skills, be non-judgmental and reliable	
Circumstances	
Excellent sickness record	S
Ability to work outside a normal working day if required	S
Physical	
Generally candidates must meet the standard Lewisham requirements for the post	

DBS Disclosure Required **Basic** **Standard** **Enhanced** **X**

(Tick as appropriate – guidance available from your HR Advisor, if a DBS is not required please leave boxes blank)