

Participation Officer, National Leaving Care Benchmarking Forum

Job Description and Personal Specification

Role:	Participation Officer, National Leaving Care Benchmarking Forum
Place of work:	Homebased, with regular national travel
Hours of work:	Full time, Post funded for 3 years.
Salary/Grade	Practitioner Level, £31,200
Reports to:	NLCBF Coproduction and Engagement Lead
Level of screening:	Enhanced DBS

Who we are

Catch22 exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. We call these our '3Ps'.

We achieve this in two ways. First we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mindset of a business, we are uniquely placed to deliver on this challenging agenda.

Where you fit in

National Leaving Care Benchmarking Forum (NLCBF)

NLCBF is made up of over 130 local authority leaving care teams and aims to improve services and support for care experienced young people. At the heart of our work is our Young People's Benchmarking Forum – ensuring that the voices and priorities of care experienced young people shape our work.

NLCBF's main activities include running 9 hybrid events each year for leaving care professionals and care experienced young people; facilitating online events and workshops throughout the year and working to influence policy and decision makers in government and other public bodies.

The NLCBF team is made up of a core team of five people, nine care experienced sessional workers and a wider group of 'Champions' who are care experienced volunteers.

About Young People's Benchmarking Forum (YPBMF)

YPBMF was formed in 2008 and involves young people 16-years-old and above from local authorities that are members of the NLCBF. YPBMF engages with care experienced young people to bring the

voice and priorities of care leavers to the wider forum and to a range of national organisations including the Department for Education, Ofsted etc. It aims to improve understanding of children in care, improve services and produce advice, information resources and participation opportunities for other young people.

The work and impact of YPBMF has increased over the last few years and funding has now been secured for a 3 year post for a Participation Officer to support this work, with a particular focus on enabling YPBMF to engage with groups of care experienced young people who may be harder to reach.

Main Duties & Accountabilities

The Participation Officer's role will include:

- Supporting young people to engage with activities with YPBMF activities, including attending hybrid YPBMF events; engaging with volunteer opportunities; engaging with consultations and through signing up to the YPBMF newsletter and social media.
- Recruiting and supporting young people to engage in consultation workshops, including workshops around Care Review implementation & feeding into Ofsted's work.
- Planning and facilitating young people's sessions at YPBMF events and NLCBF Managers & Practitioner events.
- Supporting sessional workers and YPBMF Champions (volunteers) around planning and taking part in leading events and workshops.
- Compiling engaging reports of young people's views, including through podcasts, blogs and videos.
- Supporting sessional workers and YPBMF Champions to engage directly with policy and decision makers.
- Supporting the work of Digital Marketing Officer, working with YPBMF Champions to create content for YPBMF's social media, to raise the profile of YPBMF and key messages.
- Visiting local authority care leavers groups, communicate key messages & share practice ideas
- Supporting the NLCBF Participation Network – bimonthly online network for local authority participation leads.
- Delivering coproduction training for local authorities and other leaving care organisations.
- Leading on planning and facilitation of young people's sessions at events and co-production workshops

- Attending and preparing appropriately for regular supervision with line manager
- Being willing to work flexible hours, including evening and occasional weekend work
- Being willing to travel nationally and stay overnight for events
- To comply with Health and Safety and Safeguarding policies and procedures
- To carry out such other relevant duties, as may be required and as are commensurate with the nature and grading of the post.

What does good look like for this role?

- Voice of care experienced young people is at the heart of NLCBF events and activities
- Views and key messages from 'harder to reach' groups of care experienced young people are shared through the forum's activities.
- Key concerns and views of care experienced young people are captured and communicated to stakeholders such as DfE, Ofsted etc.
- Sessional workers & Champions feel supported to take part in delivering events and consultation activities.
- Sessional workers & champions develop skills and confidence as they are supported in their roles.
- Events and consultation activities are delivered safely and in line with Catch 22's Safeguarding policy.
- Catch22 vision and values are embedded across portfolio of services

Organisational Relationships

The Participation worker will report to the NLCBF Co-production and Engagement Lead. They will work closely with the NLCBF core team, sessional worker team and Champions.

They will also work closely with leaving care professionals from member local authorities & representatives from partner organisations.

NLCBF Participation Officer: Person Specification			
COMPETENCY	ESSENTIAL	DESIRABLE	ASSESSMENT
QUALIFICATIONS	Level 4 (1 st year degree) or equivalent qualification, or equivalent and relevant experience		Application
KNOWLEDGE/ EXPERIENCE	<p>Understanding of needs and issues relating to young people leaving care</p> <p>A minimum of 2 years experience (paid or voluntary) of delivering participation work with young people – both in person and online</p> <p>Understanding and experience of following safeguarding policies and procedures</p> <p>Experience of supporting emotional wellbeing before and after participation activities</p> <p>Experience of planning and facilitating events and workshops</p> <p>Experience of engaging with young people in creative ways</p> <p>Experience of partnership working, including working in the voluntary and public sector</p>	<p>Experience of working with young people leaving care</p> <p>Experience of working with harder to reach groups of young people Eg. those in custody</p> <p>Knowledge of national work around care experienced young people.</p> <p>Knowledge of online engagement tools</p> <p>Experience of developing skills of volunteers through sharing skills, mentoring or coaching</p> <p>Experience of supporting young people to engage with wider opportunities</p> <p>Care Experience</p>	<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application</p>
SKILLS &	Able to liaise effectively and build good working relationships with staff and young people both internally	Ability to create podcasts, blogs, videos to share key messages from	Application/Interview

<p>ABILITIES</p>	<p>and externally to the forum Ability to translate young people's views into clear presentations and resources</p> <p>Ability to facilitate the running of meetings with young people, volunteers and other workers</p> <p>Good written and verbal communication skills</p> <p>IT literate and ability to undertake further training as required</p> <p>Good organisational skills</p> <p>Ability to motivate people and represent young people's views</p> <p>Ability to defuse situations and reduce conflict</p>	<p>young people Using social media to raise awareness of organisations or projects</p>	<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>
<p>OTHER</p>	<p>Awareness of health and safety practice</p> <p>Ability to work flexible hours, that could include weekend and evenings</p> <p>Awareness of safe lone working procedures</p> <p>Willingness to undertake training, as needed</p> <p>Willingness to travel nationally, with prior arrangement</p> <p>Willingness to stay overnight for NLCBF events and workshops, with prior arrangement</p>		<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

	In the words of our young people 'having a 'good vibe', being 'approachable' and good 'group work skills'		Interview
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