



Cumberland Council

Post Specification

Date	October 2024
Post Group Number	8365
Post Title	Family Help-Participation Officer
Job Family	PC and Dev
Job Family Role Profile	PCD8ii
Final Grade	9

To be read in conjunction with the job family role profile

Service Area description

To support the delivery of the participation and engagement service, this service will support children and young people to achieve positive outcomes and be actively involved in the design, delivery and evaluation of services. This will include delivery sessions in the evening and on weekends.

Purpose of this post

- To achieve positive outcomes for children and young people.
- To enable children and young people to have a voice, campaign, represent and actively participate in the design, delivery, development and improvement of services.
- To inform and influence decision-making.

Key job specific accountabilities

1. Support effective Youth Voice participation and engagement including Youth Councils, UK Youth Parliament, Make Your Mark, SEND voice and other youth forum, council, committee and consultation arrangements at local, regional and national levels.
2. Ensure the voice of children and young people is effectively captured and evidenced, informing decision-making, and driving improvement. Ensuring that accurate records of consultation and engagement are kept to the highest standard.
3. Maintain a varied and appropriate programme of participation involving children and young people in the planning.
4. Ensure that participation projects and sessions are safe and efficiently delivered.
5. Ensure our most in need, disadvantaged, and at-risk children and young people are engaged based on their needs, and the needs of the geographic community and community of interest.
6. Ensure positive outcomes for young people, working flexibly at times that suit children and young people.
7. Work as part of a wider team, supporting the Family help and Prevention Strategy

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	• None
Staff Management Responsibilities	• None
Other	• None

Essential Criteria - Qualifications, knowledge, experience and expertise

- A relevant qualification at NVQ/Level 3 or above within the field of youth work, education, health and social care, or equivalent.

- Working knowledge of relevant policy and legislation as it relates to young people.
 - Working knowledge of Participation Framework.
 - Experience of youth work and participation methods of working with young people.
 - Experience of leading effective youth projects.
 - Experience of partnership and multi-agency working.
 - Understanding of Equality and Diversity issues facing young people, their families, and local communities
 - Ability to prioritise and manage work effectively to reach agreed timescales and deadlines.
 - Ability to deal with difficult, sensitive, emotional, and stressful work.
 - Ability to work within office/Hub settings and in the community independently.
 - ICT competent in using Microsoft Word, Excel, Outlook, and Internet
 - Ability to work on own initiative and as part of a team.
 - Ability to act as an advocate for children and young people, championing the voice of the child.
 - Strong interpersonal skills
 - Ability to engage with and relate to young people in a respectful and age-appropriate way to build a positive working relationship.
 - Professional integrity
 - Ability to motivate and develop others.
 - Ability to problem solve and offer solutions.
 - Current driving licence and access to car or means of mobility support.
- To be able to work flexible hours as directed and required by the post.

Disclosure and Barring Service – DBS Checks

- This post requires / does not require a DBS check.
- The level of check required is:
 - DBS Enhanced – Children

Job working circumstances

Emotional Demands	Working with people who may be distressed / disadvantaged. Role can involve distressing situations for the young person.
Physical Demands	None
Working Conditions	May experience abusive and/or aggressive behaviour

Other Factors

- Requires the ability to travel around Cumberland to undertake duties
- May include occasional out of County travel.
- Requires evening and weekend working