

PARTICIPATION OFFICER

TGP Cymru is one of the leading Wales based charities, which supports and represents vulnerable children, young people and families through a range of projects, training and campaigning. TGP Cymru services are funded by multiple funders and deliver services pan-Wales.



TGP Cymru Department: Advocacy Services

Responsible to: Mid and West Wales Advocacy Service Team Manager

Location: Ceredigion (home based)

Purpose of role:

To Coordinate and facilitate the Safe Stars Participation Group.

Safe Stars is a participation group for young people aged 11 – 25. The focus of the group is safeguarding issues for young people. The aim is to empower young people to ensure their voices are heard and bring about change, to increase levels of confidence, improve communication skills and to improve their ability to self-advocate.

To work with young people to produce an annual program of participation meetings activities and events.

Accountabilities / Responsibilities

- Promote awareness of children’s rights with Children and Young People and raise awareness and enhance knowledge of participation.
- Organise and facilitate consultation, participation and events that promote and reinforce consistent and effective participation.
- Establish an effective framework of reporting, methods of recording, and evaluating the participation process.
- Facilitate workshops, forums and meetings for Children and Young People to take forward wider issues identified by them, to influence decision making and the systems that impact on their lives.
- Identify relevant consultations by local authorities, Welsh Government and other relevant organizations and support Children and Young People to respond.
- Assist the Team Manager to assess the Service’s outputs against the framework of agreed outcomes by the monitoring of activity and the collection of appropriate information including feedback from service users
- Comply with the TGP Cymru’s policies and procedures to include finance, reporting, data management and safeguarding
- Promote equal opportunities and anti-discriminatory practice through the work undertaken within post
- Undertake such other duties and responsibilities as may reasonably be required by the Organisation and which are consistent with grade.
- Network appropriately with colleagues and the community, including developing awareness of TGP Cymru’s services amongst relevant professional.
- Support young people representatives of the local safeguarding group feed into the regional junior safeguarding group.

Performance Indicators

- Responsible for the delivery of key performance indicators and standards of practice.
- Quality of service and compliance against statutory, regulatory, organisational and best practice standards and requirements.
- Achievement of service and individual objectives and targets.

Line management responsibility:

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Budget management responsibility:

£0

Grade:

MS6

Working conditions:

2.5 hours per week with a flexible approach to the working week that will involve some weekend and evening working and occasional stay away from home overnight to attend meetings, conferences or training.

Travel to various locations across Wales and the UK is also required.

Qualifications

- A professional qualification in social work, youth and community work or related discipline such as Health and Education (desirable)

Skills and abilities / competencies

The post holder will be able to

- Produce quality results in a service-orientated and timely manner and is committed to deliver agreed outcomes
- Work well with colleagues and partners and acknowledge the different ideas, perspectives and backgrounds of others
- Plan and organise work and manage time effectively
- Communicate effectively i.e. express information and ideas in a clear, concise and accurate manner; listens actively and ensures information is shared.
- Be open to new approaches and ideas, respond positively to change and adapt quickly to new situations
- Seek opportunities for continuous learning and professional growth

Knowledge / Experience

The postholder will be able to demonstrate a sound understanding and record of achievement in the following:

- Participation / Consultation
- Children's rights
- Working in partnership with children / young people
- Working with children / young people to identify how and by whom they wish to be represented
- Safeguarding

Other

- Display TGP Cymru values and behaviours at all times and actively promote them in others
- Commitment to equality and diversity
- Full driving licence and have access to transport (*In certain circumstances consideration may be given to applicants who as a consequence of a disability are unable to drive.*)
- Ability to speak Welsh (desirable)