



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

JOB TITLE: ISEND Engagement and Participation Officer

DEPARTMENT: Children's Services

LOCATION: Countywide

GRADE: East Sussex Single Status Grade 10

RESPONSIBLE TO: Senior Manager: SEN Strategy & Engagement

Purpose of the Role:

To work within ISEND, Children's Services to develop and embed processes that enable the participation of children and young people and parent carers in decision-making and service planning, delivery and evaluation.

Key tasks:

1. Promote and build a network of participation by developing and embedding a county-wide process that enables children and young people with SEND and their families to participate and make a meaningful contribution to the development of services
2. Coordinate opportunities between services, schools, health and social care and the voluntary sector, parent carers for children and young people with SEND to engage and participate in giving their views
3. Work with services, schools, health and social care and the voluntary sector, wider stakeholders and parent carers to identify children and young people with SEND to contribute and participate in giving views, feedback and developing their own voice
4. Designing and deliver consultation sessions with young people through the application of emerging digital innovation to ensure that their views feed into our services, policy and influencing work.
5. Use social media creatively to engage with and influence a younger audience. Apply a range of participation and engagement methodologies for both face to face and digital use.

6. Lead on ensuring that those working with children and young people with SEND are equipped with the right resources and training to support authentic participation in consultation, activities, feedback and developing their own voice
7. Develop participation opportunities with parent carers that facilitates effective engagement in the development of support and services
8. Play an active role in wider training opportunities, for example to council members or school governors to ensure that an ethos of participation is understood and practiced county-wide
9. Establish processes for reporting back findings at strategic level, as well as through communication channels such as social media
10. Act as champion for diversity and equality to ensure that protected characteristics of age, gender and gender orientation, sexual orientation, race, religion or belief, socio-economic status and disability are well-represented in children and young person's voice
11. Actively promote accessibility to ensure full representation is achieved
12. Work actively to promote an understanding of inclusive practices in the participation of children and young people that recognises the diversity of individuals and challenges under-representation and unconscious bias
13. Work co-operatively with other workers within Children's Services such as Youth Cabinet officer, and across other agency's youth groups such as Amazing Futures to help develop and share best practice in participation.
14. Encourage and foster a climate where children and young people are keen to become involved and are provided with a wide range of mechanisms and support to enable them to do so.
15. Engage in regional or national youth participation projects as required
16. To carry out the above duties clearly demonstrating an understanding of diversity and equality for the County Council and Children's Services

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post

EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

JOB TITLE: ISEND Engagement and Participation Officer

GRADE: East Sussex Single Status Grade 10

Essential key skills and abilities

These criteria will be assessed at the application and interview stage

- Excellent verbal, written, interpersonal and communication skills.
- Ability to identify with and inspire children and young people
- Proven ability to communicate successfully with parent carers
- Be flexible and able to manage priorities, moving between pieces of work as necessary.
- Proven project planning and proven project delivery skills.
- High level of written and verbal communication and presentation skills.
- Ability to work as part of a fast-moving team.
- ICT skills (Word, Excel, Internet and PowerPoint).
- Ability to converse at ease with customer and provide advice in accurate spoken English

Desirable key skills and abilities.

These criteria will be assessed at the application and interview stage

- Ability to understand the potential barriers and difficulties faced by children and young people with SEND

Essential education and qualifications.

These criteria will be evidenced via certificates, or at interview

- Educated to Degree level or ability to demonstrate equivalent experience.

Desirable education and qualifications.

These criteria will be evidenced via certificates, or at interview

Essential knowledge

These criteria will be assessed at the application and interview stage

- A strong understanding of the needs of children and young people
- Knowledge and understanding of how multi-agency partnerships operate.
- Sound knowledge of issues relating to the involvement and full participation of children and young people and parent carers.
- Clear understanding of current participation policy developments.
- Extensive knowledge of relevant social channels

Desirable knowledge

These criteria will be assessed at the application and interview stage

- Understanding of the needs of children with SEND
- Knowledge of how the social influencer market works
- An understanding or willingness to develop an understanding of the role of parent carers in supporting children and young people with SEND
- Knowledge of or willingness to learn about different communication needs and how to support them

Essential experience

These criteria will be assessed at the application and interview stage

- Significant experience of working with young people in a variety of settings.
- Experience of empowering young people and using innovative methods to enable them to develop their own projects.
- Experience of supporting young people in articulating their views to decision makers.
- Confidence and experience of successful engagement techniques
- Experience of delivering successful projects.

Desirable experience

These criteria will be assessed at the application and interview stage

- Experience of directly supporting children and young people to participate.
- Experience of the needs of children and young people with SEND
- Experience of Service User Evaluation programmes.

Other essential criteria

These criteria will be assessed at the application and interview stage

- The ability to integrate Equal Opportunities into daily working practices.
- Positive attitude towards diversity in general, and specifically towards inclusion and choice for children and young people with SEND
- Ability to demonstrate empathy and understanding, particularly when working with parent carers
- Commitment to working as a positive and constructive team member.
- Self-starter
- Ability to meet the travelling requirements of the role
- Availability to work evenings and weekends.

Other desirable criteria

These criteria will be assessed at the application and interview stage

- Flexible approach to working practices

Date (drawn up): November 2020, modified January 2021

Name of Officer(s) drawing up person specifications:

Job Evaluation Reference: JE12071

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes/No
Working with children/vulnerable adults	Yes/No
Moving & handling operations	Yes/No
Occupational Driving	Yes/No
Lone Working	Yes/No
Working at height	Yes/No
Shift / night work	Yes/No
Working with hazardous substances	Yes/No
Using power tools	Yes/No
Exposure to noise and /or vibration	Yes/No
Food handling	Yes/No
Exposure to blood /body fluids	Yes/No