



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Children and Young People's Rights and Participation Officer

Grade: GSO1

Directorate: Children and Families

Department: Quality Assurance and Standards

Responsible to: Practice Development Lead, Quality Assurance and Standards

Purpose of the Job:

Act as an advocate for young people/children who are looked after/in need, ensuring that their rights are upheld, and their best interests are always paramount. This may involve representing them at meetings, hearings, or reviews, and ensuring that their voices are heard and respected.

To ensure all children and young people accessing Children's Services are at the heart of decision making in Rutland and to champion children's rights and their participation.

To support the Practice Development Lead with the planning and co-ordination of Children's Rights, Advocacy, Participation, and access to Council Services.

To work closely with young people's participation groups to support rights and participation across all areas.

Main Responsibilities

Independent Advocacy and Children's Rights

- Under the management of the Children's Practice Development Lead and in collaboration with Children, young people and young adult and Operational Team Managers, take the lead on a review and refresh of RCC's Advocacy and Participation Offer in line with national guidance and standards.
- Along with the PDL, operational managers and children, young people and young adults, responsible lead for implementation of The Youth Charter, review and implementation of Rutland's Children in Care and Leaving Care Council arrangements and the integration of Children, Young People and Young Adults in service design, quality assurance, recruitment
- Recruitment and Line Management of In House and Volunteer Advocates; provide ongoing assurance of high quality service delivery.



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- Along with the Practice Development Lead, monitor capacity and sufficiency within the Advocacy and Children's Rights workstream, ensuring Children's Leadership team are alerted if demand outweighs capacity.
- Champion the rights of children, young people and young adults with whom we are working in Rutland and the region.
- Hold a small caseload of children, young people and young adults who require an ongoing service to ensure that their needs are met, their voices heard and that they are involved in decision making about them.
- Ensure that young people/children who are looked after/in need, know their rights and how these can be exercised through the provision of, publicity material, visits to care settings and the organisation of meetings/events at appropriate times and locations.
- Accompany children/young people to local and national forums and social care boards and support them to fully participate and effectively express their views.
- Undertake regular visits and/or communications with, children and young people within the local authority, including those who are in, or have left care. This will involve travelling to locations both within and out of Rutland.
- Undertake face to face work with children and young people on a one-to-one basis collaborating with Team and Service Managers to ensure Children's rights are at the forefront of service delivery.
- Contribute to mid-year and annual reporting to Senior Management and Corporate Parenting Board regarding the impact of RCC provision to children, young people and young adults.
- Support children and young people who wish to make complaints within the Local Authority Complaints Procedures and partner agencies, escalating where necessary, unsatisfactory outcomes using internal escalation processes.
- Collate, analyse and submit information on a monthly basis, regarding activities undertaken, their impact and outcomes; work with regional peer Local Authorities to share learning and to develop Rutland's advocacy offer.
- Ensure that accurate records are maintained at all times in line with RCC policies and procedures, ensuring that all case recording makes sense to the child, young person/ young adult now and in the future.
- To provide training, advice and guidance to colleagues regarding practice issues relating to children's rights.



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- To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
- Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
- This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Behaviours and outcomes

Work collaboratively across Childrens Services to identify and improve outcomes for children and young people.

Actively advocate for children and young people's views, wishes and feelings to be heard and provide opportunities for them to influence change.

Be ambitious for children and young people and champion best practice Advocacy services to achieve the right outcomes for all children, young people and young adults who access RCC services.

Actively support and encourage Children and young people to represent their views in all decisions about their lives.

To be a role model for the One Council ethos and values.

Dimensions

No budget responsibility.

Advocacy specific Line Management and supervision of 8 in house advocates.



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
NVQ level 3 in Youth Work, Education, Health or Social or equivalent.	A/D
Qualification in English, Maths (minimum grade C or equivalent).	A/D
Evidence of continued learning and a willingness to undertake further training and professional development.	A/D

Desirable	Method of Assessment *
A level 2 certificate in Independent Advocacy or willing to work towards	A/D
Knowledge of Signs of Safety	A/I
Knowledge of the Lundy Model of Participation	A/I

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment*
Knowledge and understanding of the issues that impact on children and young people looked after, in need and leaving care.	A/I
Knowledge of the functions of a Social Services Department and its service users.	A/I
Experience of supporting and acting as an advocate for children and young people and engaging with hard to reach groups.	A/I
Knowledge of national advocacy standards/complaints procedures for children and young people.	A/I
Knowledge of recent developments in the field of Children's Rights and Advocacy.	A/I
Experience of working directly with children and young people.	A/I



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Desirable	Method of Assessment *
Experience of gathering the views of children and young people with SEND.	A/I
Experience of providing information/data for reports.	A/I
Experience of using different mediums to gather the views of children and young people.	A/I
Experience of supporting people through the complaint's procedure.	A/I

SKILLS

Essential	Method of Assessment *
Handle sensitive and confidential issues with care, compassion, tact, and diplomacy.	A/I
Form and maintain constructive relationships with vulnerable young people and motivate others to achieve positive outcomes.	A/I
Engage young people, including those from hard-to-reach groups using a variety of methods including social media.	A/I
Make sound judgments in relation to risk and the protection of young people.	A/I
Recognise and identify safeguarding issues and effectively share information regarding risk with other services.	A/I
Write clear and concise case recording and reports as and when required.	A/I
Build partnerships with colleagues and partner organisations.	A/I
The ability to work independently and use initiative and as part of a team and in collaboration with partners and others.	A/I
IT and numeracy skills sufficient to undertake the role.	A/I



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Desirable	Method of Assessment *

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other locations as and when required.	A/I

* A = Application Form D = Documentary evidence I = Interview T = Test

STRUCTURE

TBC

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
08/04/24	New job	Sarah Gill, Service Manager Quality Assurance and Standards.