

Job Description

Job Title	Participation Assistant
Level	3
Service	Health & Social Care Partnership

Job Purpose

Under the direction of the Corporate Parenting Officer, the post holder will work to ensure that young people with care experience are empowered and supported to have their voices heard and to become champions for positive change. They will work directly with young people as part of the Champions Board and will attend and support Champions Board meetings and other related activities.

The main focus of this role will be supporting the planning and delivery of creative and engaging consultation, participation and influencing opportunities for children and young people who are, or have been, looked after to facilitate their involvement with the Champions Board. This is an exciting opportunity to learn to use a range of communications, engagement techniques and creative methods, shaped by an abundance of ideas, to promote involvement and engagement.

Date : June 2020



Post Responsibilities:

- Support the engagement and involvement work with care experienced young people.
- Support the administration of engagement and involvement activities as directed by Corporate Parenting Officer.
- Assist in the development of creative engagement activities for care experienced young people, with a specific focus on the Champions Board.
- Work directly with young people as part of the Champions Board and support staff to actively promote group work opportunities with children and young people across South Ayrshire
- Assist staff to develop youth work tools and session plans/activities for staff to use with young people.
- Be able to attend and support the delivery of residential activities.
- Assist care experienced young people to compile regular blogs and updates for the Champion's Board website.
- Carry out any other duties commensurate with the post as agreed with the Corporate Parenting Officer.
- To participate in on-going training as directed for the maintenance and development of relevant skills for the proper delivery of the duties of a Participation Assistant.

Possession of:

- Good standard of education with the ability to attain appropriate qualifications to meet current and future registration requirements.
- Meet the standards of performance required under South Ayrshire Council's Competency Framework

Substantiated ability to:

- Must have initiative, personal drive and be flexible
- Ability to work to tight timescales and remain calm under pressure
- Applicants will be expected to travel efficiently and effectively between various work locations
- Genuine empathy and concern for vulnerable people and the ability to adapt communication skills as appropriate to the person with previous knowledge/experience of providing personal care.
- Applicant must be able to recognise and report concerns about the well-being of children and vulnerable people and be able to maintain appropriate professional relationships with people in receipt of a service and their family.

Demonstrable experience of:

- Must be able to demonstrate an ability to work on own initiative but also part of a team
- Proven ability of being responsive to the needs and demands of customers
- Must have initiative, personal drive and be flexible
- Applicants will be expected to travel efficiently and effectively between various work locations
- Must be able to demonstrate a high level of discretion



- Genuine empathy and concern for vulnerable people and the ability to adapt communication skills as appropriate to the person with previous knowledge/experience.
 - The issues affecting young people who are care experienced.
 - The care system in Scotland
 - Children's rights
 - Child protection issues

Proven Technical Understanding of:

- Good computer and ICT skills

In terms of the Protection of Vulnerable Groups (Scotland) Act 2007, this post is designated as Regulated Work. Consequently, in order to undertake the duties of this post, you must hold Membership of the Protecting Vulnerable Groups (PVG) Scheme.

If you are charged with any offence, or are involved in any activity which may have implications for your membership of the PVG Scheme, you must immediately notify your Line Manager.

Applicants must be able to recognise and report concerns about the wellbeing of children and vulnerable service users and be able to maintain appropriate professional relationships with service users.

