



## Job Description

### RIGHTS AND PARTICIPATION COORDINATOR

Job Details	
<b>Grade</b>	C
<b>Number of Posts</b>	1
<b>Department</b>	Commissioning and Specialist Services
<b>Reporting to</b>	Rights and Participation Manager

#### Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

#### Our Vision:

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:

- healthy, happy, resilient children living in families.
- families able to make positive changes.



- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

**Our Values:**

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

**Overview of the role:**

To coordinating the delivery of services and programmes for children and families. Acting as a champion for children and families you will work alongside staff within Birmingham Children's trust, Birmingham Children's Trust, partners and businesses supporting policies and practice to ensure that the Trust's responsibilities are clearly outlined.

The post holder will play an important role in driving forward the Birmingham Children's Trust Business Plan and key Strategies to support children and families and the delivery of high-quality Children's Services in Birmingham focussed on the needs and aspirations of our children, families and carers.

**Key Responsibilities:**

- To act as a 'champion' for children and families in Birmingham, working directly to the Rights and Participation Manager.
- To run and lead programmes and services for the Rights and Participation service
- To support in establishing the provision aligned to the Trust Business Plans and key Strategies. Enabling Birmingham's children and families to be the best and meet their individual aspirations.
- To actively raise awareness of key strategies including participation and coproduction, corporate parenting and shared responsibilities, with elected members, partners, businesses attending and presenting information to a range of audiences including partner and businesses meetings.
- The post holder is responsible for coordinating events for children, families and Foster Carers. Working closely with services within the Children's Trust and City Trust to ensure that events are delivered in a timely manner and opportunities for young people to attend are maximised.
- Updating and maintaining a service plan linked to key activities and programmes to be delivered.
- Ensuring Trust QA, performance management information and monitoring progress are captured



and reported on.
<ul style="list-style-type: none"><li>• To support the Rights and Participation Manager in supporting all directorates, children, young people, families and internal and external partners to understand and access the offer of support and programme being delivered.</li></ul>
<ul style="list-style-type: none"><li>• To undertake research and analysis, interpreting findings and producing departmental, corporate and inter-agency plans and policies in relation to the post holders role.</li></ul>
<ul style="list-style-type: none"><li>• To prepare and present reports to a range of audiences, and to communicate effectively through both written and verbal mechanisms.</li></ul>
<ul style="list-style-type: none"><li>• In collaboration with all key stakeholders to co-ordinate programmes that ensure a positive impact on our children and families and ensuring services are shaped and changed as a result of participation and coproduction.</li></ul>
<ul style="list-style-type: none"><li>• To ensure key management and social care systems are used and maintained.</li></ul>
<ul style="list-style-type: none"><li>• To contribute to continued improvements in all key performance Indicators relating to children in care and care Leavers.</li></ul>
<b>Special Conditions</b>
<ul style="list-style-type: none"><li>• This vacancy is exempt from the Rehabilitation of Offenders Act</li></ul>
<ul style="list-style-type: none"><li>• A Disclosure and Barring Services/ISA checks will be undertaken</li></ul>
<ul style="list-style-type: none"><li>• Work is subject to conflicting priorities and deadlines involving constant change. will be responsible for prioritising service delivery, this will be subject to frequent and sudden changes, as a result of emergency requests for reports from senior managers within the Trust.</li></ul>
<ul style="list-style-type: none"><li>• The work demands will be such that the post holder must manage their own time and develop their own work programme for the majority of their working time. The working environment will be one of conflicting priorities and changing circumstances. The post holder will be required to meet wide ranging and both flexible and inflexible deadlines, whilst maintaining a high degree of flexibility necessary to be able to react to the changing demands of the role.</li></ul>
<ul style="list-style-type: none"><li>• The post requires work to be undertaken both internally and externally to the Trust; as such, deadlines and timescales imposed by legislation, service level agreements and Trust policies must be adhered to. The post-holder must be able to prioritise their own and others work.</li></ul>
<ul style="list-style-type: none"><li>• The work can be office-based activities. Travelling between a number if services. Visiting other authorities across the Country</li></ul>
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- Office based and visiting young people within their foster home or residential home.
- Visiting a range of services across the authority
- Visiting other authorities across the country on a regular basis in their own home.
- Required to work flexibly including attending early morning and evening meetings.

### **Creativity & Innovation**

- The post-holder will need to bring creativity and experience to the role, as well as the ability to inspire others.
- Due of the nature of the work the post holder will be required to contribute to the development of new policies and procedures for corporate parenting and to develop and build on established partnerships to deliver the required improvements.
- The post holder will actively undertake external research on the development of services for children in care and care leavers, presenting findings and recommendations for delivery of service to the corporate parenting manager
- The post holder will have responsibility for supporting the development of policies and procedures related to the rights and participation.
- The post holder will need to facilitate groups meeting regularly with children and families and other key stakeholders, actively seeking their views and feedback on service provision. This will shape services and provide feedback for improvement.
- The ability to professionally communicate and represent the Children's Trusts responsibilities. At times you will be required to support in challenging services and manage conflict; as such, an enhanced level of diplomacy, professionalism, creativity and innovation will be required.
- The post holder will support in maintaining Rights and Participatio across all Directorates and partner agencies, the ability to adapt presentation and report writing styles to meet the needs of each service area/ directorate is essential.
- The post holder will support in ensuring elected members are fully informed of their responsibilities as corporate parents

### **Contacts & Relationships**

- The post will play support in identifying and implementing changes to service delivery, through collaborative working with all staff across the Children's Trust, Birmingham Children's Trust and partners.
- The post holder will act as a champion for children and families, including children in care and care leavers.



- The post holder will support the Rights and Participation Management team to discuss issues related to children and families, providing information, advice, guidance and support at strategic and operational levels
- The post holder will be required to represent and advocate the views and needs of children and families with officers and partners as advised by the Rights and Participation Manager.
- They will have regular contact with Trust Leadership Team, and will support a range of strategic, trust and partner meetings.
- The post holder will be responsible to the Rights and Participation meeting for the allocation and supervision of duties.
- The post holder will have regular contact with a range of staff in all Directorates of the Trust and with external agencies, partner, businesses young people and their families, carers and multi-disciplinary professionals.
- The post holder may have support in resolving conflict between service areas for the benefit of service development and the needs of young people.
- This is a challenging post, requiring well-developed skills of communication, facilitation, mediation and conflict management, persuasion and consensus-building.

#### **Decision Maker**

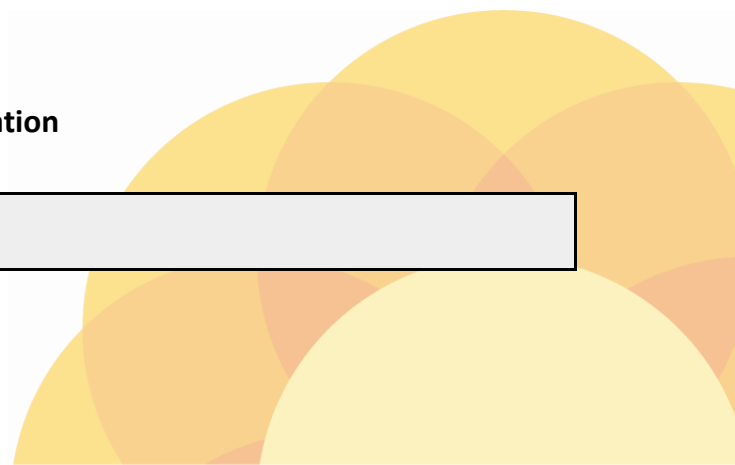
- Guidance will be available to the post holder by the Rights and Participation Manager but on occasions, there may be issues that will require decisions are not defined within set policies and/or procedures and considerable decision making ability and creative thinking is required.
- The post holder will have responsibility for supporting the designing and implementing revised policies and procedures for implementation across the Trust based upon research, legislative requirements and feedback from young people and Directorates.
- The post holder will play a role in supporting changes to service delivery for Birmingham Children and Families at Team, Service, Directorate and Trust wide level that will ultimately benefit the outcomes for young people in our care.
- The post holder will act as a 'champion' for children and families operating as a conduit between young people and all professionals internal and external to Trust.
- The work of the post will enable the Trust to make informed decisions relating to their responsibilities that will enable service improvements to be delivered across Birmingham.
- The post holder will be responsible for researching services for children and families across the region and nationally, ensuring that good practice is adopted and disseminated.



Key Information																	
Is a Safeguarding Check needed? ( <i>DBS and Experian background checks</i> )	<p><b>Dropdown Options:</b></p> <table border="1"><tr><td>Not Required</td><td></td></tr><tr><td>Required</td><td></td></tr></table> <p><b>If Required, what type:</b></p> <table border="1"><thead><tr><th></th><th>Children</th><th>Adults</th><th>Children and Adults</th></tr></thead><tbody><tr><td>Basic</td><td></td><td></td><td></td></tr><tr><td>Enhanced</td><td></td><td></td><td></td></tr></tbody></table>	Not Required		Required			Children	Adults	Children and Adults	Basic				Enhanced			
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Will this position have Line Manager responsibility?	<p><b>Dropdown Options:</b></p> <table border="1"><tr><td>Yes</td><td></td></tr><tr><td>No</td><td></td></tr></table>	Yes		No													
Yes																	
No																	

**Person Specification**

<b>Essential Criteria</b>
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<b>Method of Assessment (M.O.A):</b> AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
<b>CRITERIA</b>	<b>Method of Assessment (M.O.A)</b>	<b>Essential</b>
Qualifications		
Training		
Experience		
Experience		
Experience		
Experience		
Skills		
Skills		
Skills		
Skills		

**At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.**

