



Job Description

Children's Rights Officer

Job Details	
Grade	GR5
Number of Posts	
Department	
Reporting to	Head of Rights & Participation Service

Who Are We?
<p>We are Birmingham Children's Trust.</p> <p>'Working Together to make Birmingham the greatest city to grow up in.'</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Our Vision:</p> <p>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.</p> <p>We will do this:</p> <ul style="list-style-type: none">• 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. <p>Success will mean significant progress towards these outcomes:</p> <ul style="list-style-type: none">• 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

Key Responsibilities

- To promote and uphold the rights of children and young people, ensuring their individual and collective rights are respected and protected.
- To design and deliver a Children's Rights Service based on principles which include independence, respect, empowerment, choice, equal access, anti-discriminatory practice, and confidentiality (with any limits imposed by other considerations such as child protection).
- To work with children in care, care leavers and children within the child protection process. To advise and assist children to ensure that the services they provide secure children's rights in line with current domestic legislation and the United Nations Convention on the Rights of the Child 1989.
- To promote and advise on the provision of information, advice and support to children and young people to enable them to understand and claim their rights.
- To work in partnership with Children in Care Council and Care Leavers Forum to collate their views and ensuring that they can participate fully in the pursuit of those aims and objectives.
- To develop and promote specific children's rights initiatives for children and young people who may not readily gain access to the service. These may include young children, young people placed outside the authority's area, disabled young people or those with diverse cultural, religious or linguistic backgrounds, and any young person disadvantaged or isolated by their personal circumstances.
- Ensuring young people are informed of their rights, through personal contact, accessible information in print and other media, through meetings, conferences and workshops as appropriate.
- Taking part in appropriate service planning for such as multi-agency planning groups, management groups, children's services plan. Consultation, ensuring children's rights are kept at



the forefront of agendas.
<ul style="list-style-type: none">• Supporting Children in Care Council, care leavers forum and independent visitors.
<ul style="list-style-type: none">• Systematically monitoring and reporting young people's views and experience of services to managers, policy makers and elected members.
<ul style="list-style-type: none">• Systematically monitoring and evaluating the work of the Children's Rights Service, including the views of children and young people who use it (supporting independent evaluation where possible).
<ul style="list-style-type: none">• Co-ordinating the work of the Children's Rights Service.
<ul style="list-style-type: none">• Liaising with managers and key officers (such as in training and personnel) to help ensure that children's rights and young people's participation form an integral part of their planning.
<ul style="list-style-type: none">• Giving advice and consultation to staff and foster carers in order to increase knowledge of children's rights issues within the local authority.
<ul style="list-style-type: none">• Supervising and supporting advocates and volunteers.
<ul style="list-style-type: none">• Other duties as required by the organisation or circumstances, such as maintaining information and administrative systems which support the effective operation of the service, for example, annual plans, reports and budgets.
<ul style="list-style-type: none">• To carry out any additional duties as may be agreed with the manager of the service
<ul style="list-style-type: none">• To work flexibly outside of normal office working. The contractual hours are 36.50 per week. The nature of the post means that work will take place at a range of venues and contexts and that contact with children and young people will frequently be outside of normal office hour. The service operates between the hours of 8.45am - 9pm.
<ul style="list-style-type: none">• As you will be working for the Children's Rights & Engagement Service you will be expected to remain independent from the operational function of the Directorate. This requires that you undertake no other work for Birmingham Social Care and Health



Key Information				
Is a Safeguarding Check needed?		Children	Adults	Children and Adults
	Basic			
	Enhanced	x		
Will this position have Line Manager Responsibility?	TBC			

Person Specification

Essential Criteria		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	Method of Assessment (M.O.A)	ESSENTIAL
Qualifications	AF	Professional qualification in social work, education, law, youth and community or similar
Experience	AF/I	Experience of liaising with senior managers and elected members
Experience	AF	Experience of recruiting staff and volunteers
Experience	AF/I	Experience of supervising staff and volunteers
Experience	AF	Substantial experience of working in a voluntary or statutory organisation with children and or young people.
Experience	AF/I/E	Experience of managing a budget and administrative systems.



Experience	AF/I	Manage, promote and facilitate provision of a service that meets the needs of children in care and children within child protection process
Experience	AF/I	Experience of working in partnership with operation staff to influence, monitor and improve practice.
Experience	AF/I	Demonstrable experience of being involved in service development for looked after children.
Knowledge & Understanding	I/P	Knowledge and understanding of appropriate Child Care Legislation and the UN Convention of The Rights of the Child
Knowledge & Understanding	I/E	Knowledge and understanding of advocacy services and standards
Knowledge & Understanding	I	Understanding of strategic planning and how the service fits into the wider organisation
Skills	AF/I/E	The ability to be self motivated and manage a diverse workload
Skills	AF/I/P	The ability to communicate effectively both verbally and in writing
Skills	I	The ability to manage and support a team of people including session staff
Skills	I	The ability to make decisions and exercise sound judgement
Skills	I	The ability to lead and influence others in a positive manner
Skills	I/E	Ability to demonstrate the importance of listening to



		children and provide a positive role model for staff
Skills	AF/I	To assist in supporting RAP staff and others to challenge actions/decisions that are not in the best interest of the child
Skills	AF/I	To undertake specific projects and events in order to participate in the improvement of services
Skills	I	Skills in negotiating with managers, staff, carers in order to achieve the resolution of issues or disputes that looked after children/young people may have.
Skills	I/E	Ability to understand and collate management information
Skills	AF/I	To contribute to and prepare reports and other written material for presentation to young people, senior managers, elected members and other agencies and colleagues
Skills	I	Ability to work in a pressurised environment
Skills	I/E	Ability to develop strategic plans and to translate strategy into operational activity.
Skills	I	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016

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.