



Job Description

Rights and Participation Apprentice

Job Details	
Grade	2
Department	Rights and Participation Service
Reporting to	Apprentice Coordinator/ Line 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

Key Responsibilities

1. To enable the voices and views of children and young people to be heard as we seek to improve the way services are delivered across Birmingham Children's Trust (BCT) and its partners
2. To work with partners and staff across the Trust to support an ambitious program of change and improvement, supporting the development and delivery of a Trust wide participation strategy
3. To provide information, advice and advocacy to children and young people I not sure whether at this grade an employee would be advocating suggest this is changed to support

- To support BCT's priorities by taking part in service design and engagement to promote and enable children and young people's engagement, participation and co-production

- To support the delivery of new initiatives and projects which enable children, young people and families to express their views on services and decisions which affect them, from high level strategic decisions, through to individual decisions.

- To work collaboratively with a wide range of professional and organisations to embed participation and engagement principles

- To facilitate the participation of children and young people across a range of forums and ensuring as wide a reach as possible

- To ensure children and young people's views have an impact on services and decisions, supporting consultation and engagement exercises including co-design with children and young people

- To ensure that participation is offered to and engages children and young people from a range of backgrounds, and with a range of experiences and needs.

- To work with children from vulnerable groups showing sensitivity in promoting safety and well-being for all.

- To provide information, advice and support to children in care and care leavers that empower children and young people and ensure they are aware of their rights and entitlements

- To promote the rights of the child and a rights-based approach.

- To collate and analyse feedback to provide a summary of views. To enable the feedback of



outcomes to children and young people through forums and/or social media channels
<ul style="list-style-type: none"> To support the use and promotion of virtual platforms, such as Mind of My Own
<ul style="list-style-type: none"> To represent children and young people's views in decision making forums such as BCT meetings, council meetings, and other to make the voice of young people heard.
<ul style="list-style-type: none"> To support the planning of events and activities.
<ul style="list-style-type: none"> To undertake individual work with children and young people that may involve lone working and out of hours work
<ul style="list-style-type: none"> Ensure that attention is paid to safeguarding and child protection in all work undertaken.
<ul style="list-style-type: none"> To support and co facilitate training to a range of professionals and partners.
<ul style="list-style-type: none"> To support the production of reports that represent the views of children and young people
<ul style="list-style-type: none"> To attend team meetings and participate in team development

Key Information	
Is a Safeguarding Check needed?	<ul style="list-style-type: none"> Enhanced – Children's
Will this position have Line Manager Responsibility?	<ul style="list-style-type: none"> No

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/I/E	To be willing to work towards, a relevant apprenticeship qualification.
Qualifications	I/E	Be able to demonstrate and to pass assessments, prior to being accepted to the apprenticeship programme, displaying a level of competence that would demonstrate successful completion of



		the English and Maths requirements for this course
Training	AF/I	Willingness to undertake on-going professional development (CPD) and participating in supervision and team meetings
Experience	AF/I	Have an interest and understanding in the apprenticeship role applied for.
Experience	AF/I/E	Experience of using IT for a range of office functions, e.g. Microsoft Word/Excel/PowerPoint/Microsoft Teams.
Skills	AF/I	Willingness to support meetings and take an active role, in accordance with the apprentice role applied for.
Skills	AF/I/E	Ability to communicate effectively both orally and in writing, where maintaining confidentiality is paramount.
Skills	AF/I/E	Attention to detail with an ability to work accurately e.g. literacy and numeracy.
Skills	I/E	To develop the skills to work on own initiative with a pro-active approach to all tasks to ensure business objectives are met.
Skills	I/E	To learn and understand relevant legislation/policies and their implications for the Directorate (e.g. FOI, Data protection Act).
Skills	AF/I/E	To develop the skills to work flexibly as part of a diverse team environment, providing cover when needed to ensure continuity of service provision, and to develop the skills the ability to multi-task to cover



		other roles within the team.
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
Skills		Must be required to have a clear understanding and commitment to equality, diversity and inclusion matters and to promote anti-discriminatory practices and behaviours

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.

