



## Job Description

### Rights and Participation Apprentice – IRO Peer Worker

Job Details	
<b>Grade:</b>	2
<b>Number of Posts</b>	1
<b>Department</b>	Quality Assurance
<b>Reporting to</b>	Apprentice Coordinator Manager

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><b>Our Vision:</b></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"><li>• with compassion and with care.</li><li>• through positive relationships, building on strengths.</li><li>• in collaboration with children, young people, families and partners.</li><li>• by listening, involving and including.</li><li>• in ways that are efficient and deliver value for money.</li></ul> <p>Success will mean significant progress towards these outcomes:</p> <ul style="list-style-type: none"><li>• healthy, happy, resilient children living in families.</li><li>• families able to make positive changes.</li></ul>



- 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:

In this exciting role, you will help ensure that the views and experiences of children and young people are heard and acted upon, shaping the way services are delivered across the Trust and with our partners. You will collaborate with colleagues and external partners to support an ambitious programme of change and improvement, contributing to the development and delivery of a Trust-wide participation strategy.

As part of your apprenticeship, you will also provide information, advice, and support to children and young people, helping them feel empowered and involved in decisions that affect their lives. This is a fantastic opportunity to make a real difference, while gaining valuable skills and experience in rights, participation, and peer working.

To succeed in this role, you will be willing to work towards a relevant apprenticeship qualification. You will also need to demonstrate your ability to meet and pass the required assessments before being accepted onto the programme, showing a level of competence that indicates successful completion of the English and Maths requirements for the course.

#### Key Responsibilities:

- 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 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.



<ul style="list-style-type: none"><li>• To work with children from vulnerable groups showing sensitivity in promoting safety and well-being for all.</li><li>• 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.</li><li>• 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.</li><li>• To support the use and promotion of virtual platforms, such as Mind of My Own.</li><li>• 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.</li><li>• To undertake individual work with children and young people that may involve lone working and out of hours work</li><li>• Ensure that attention is paid to safeguarding and child protection in all work undertaken.</li><li>• To support the production of reports that represent the views of children and young people</li></ul>
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<b>Key Information</b>																
Is a Safeguarding Check needed? ( <i>DBS and Experian background checks</i> )	<b>Dropdown Options:</b>															
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Not Required																
	<b>Or</b>															
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Basic																
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Will this position have Line Manager Responsibility?	<b>Dropdown Options:</b>															
	<table border="1"><tr><td>No</td></tr></table>				No											
No																



## Person Specification

Essential Criteria		
<b>Method of Assessment (M.O.A):</b> AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	ESSENTIAL	Method of Assessment (M.O.A)
Qualifications	To be willing to work towards, a relevant apprenticeship qualification.	AF, I & T
Qualifications	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.	I & T
Training	Willingness to undertake on-going professional development (CPD) and participating in supervision and team meetings.	
Experience	Have an interest and understanding in the apprenticeship role applied for.	AF & I
Experience	Experience of using IT for a range of office functions, e.g. Microsoft Word/Excel/PowerPoint/Microsoft Teams.	AF, I & T AF, I & T
Skills and Ability	Willingness to support meetings and take an active role, in accordance with the apprentice role applied for.	AF & I
Skills and Ability	Ability to communicate effectively both orally and in writing, where maintaining confidentiality is paramount.	AF, I & T



Skills and Ability	Attention to detail with an ability to work accurately e.g. literacy and numeracy.	AF, I & T
Skills and Ability	To develop the skills to work on own initiative with a pro-active approach to all tasks to ensure business objectives are met.	I & T
Skills and Ability	To learn and understand relevant legislation/policies and their implications for the Directorate (e.g. FOI, Data protection Act).	I & T
Skills and Ability	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.	AF, I & T
Skills and Ability	1. An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>	I
Other	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.