

Job Description

Transformation and Improvement Apprentice (Participation and Engagement)

Job Details	
Grade	3
Department	Participation and Engagement
Reporting to	Apprentice Coordinator

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 Trust's 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 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)

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

To assist Birmingham Children's Trust (BCT) and its partners with the planning and delivery of transformation and improvement agenda; helping to ensure children and young people across Trust Services have a voice and are able to influence decision makers when issues are important to them

To undertake and successfully complete suitable college courses throughout the training period, achieving the academic grades and practical skills in order to entitle yearly progression leading to the award of the Children and Young People's Workforce Level 4 Diploma apprenticeship qualification

To provide information, advice and advocacy to children and young people

To promote BCT's principles, work and achievement of the service

Key Responsibilities:

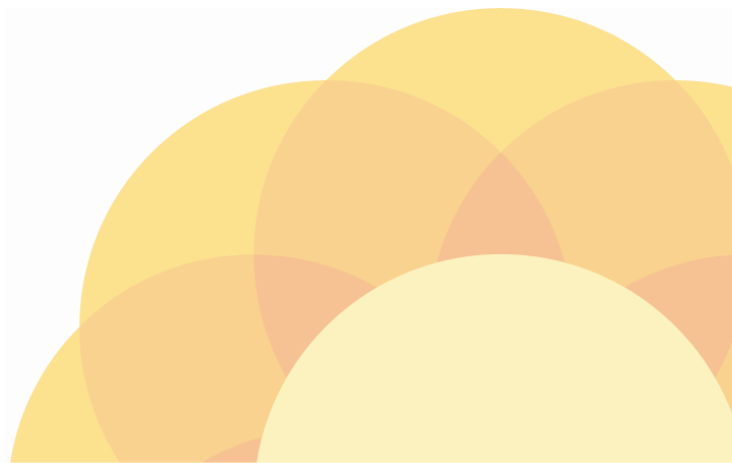
- To support BCT's priorities by taking part in service design and engagement to promote and enable children and young people's engagement, participation and co-production
- To deliver initiatives and projects which enable children, young people and families to express their views on services and decisions which affect them, from high level strategic decisions, through to individual decisions.
- To work collaboratively with colleagues across the system and a wide range of professional and organisations to embed participation and engagement principles, raise the profile of the work and extend opportunities for colleagues to support change and improvement
- To promote an inclusive approach, ensuring that our participation offer engages children and young people from a range of backgrounds, and with a range of experiences and needs.



<ul style="list-style-type: none">• To work with children from vulnerable groups showing sensitivity in promoting safety and well-being for all.
<ul style="list-style-type: none">• To contribute to the effective implementation of service development and working practices to achieve BCT's priorities.
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• To provide information, advice and advocacy to children in care and care leavers that empower children and young people and ensure they are aware of their rights and entitlements
<ul style="list-style-type: none">• To promote children and young people's transformation and participation, supporting the implementation of approaches designed to engage with children and young people and supporting their involvement at all levels of BCT planning and service delivery
<ul style="list-style-type: none">• To design and deliver creative approaches for engagement with children and young people, a wide range of staff, managers, leaders and members, to support increased engagement and influence
<ul style="list-style-type: none">• To contribute to an effective participation strategy to promote and raise awareness of participation and engagement activity across the city, supporting the organisation of events and materials as required
<ul style="list-style-type: none">• To promote the rights of the child and a rights-based approach.
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 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
To support the use of virtual platforms, mobile and digital technology, social media and other applications to support participation and engagement with children, young people and families
To represent young people in decision making forums such as BCT meetings, council meetings, and other to make the voice of young people heard.
To facilitate the participation of children and young people across a range of forums and ensuring as wide a reach as possible
To support the planning of events and activities.
To be responsible for specific projects in relation to the children and young peoples; engagement, participation and feedback, which meet the specific needs of children and young people and ensure compliance with GDPR requirements
To work inclusively and sensitively with children and families including those who are vulnerable, ensuring and promoting the welfare of children and young people, providing a safe environment and



support for children, young people and families.
To support commissioning objectives and quality assurance of children's placements through the development of a Young Inspector's programme
To seek professional advice to support tailored work with a range of vulnerable groups
To support the coordination, planning and facilitation of groups, and individual work for children and young people
To undertake individual work with children and young people that may involve lone working and out of hours work
Be ensure that attention is paid to safeguarding and child protection in all work undertaken.
To support and co facilitate training to a range of professionals and partners.
To support the production of reports that represent the views of children and young people
To attend team meetings and participate in team development.
To contribute to the implementation of monitoring and evaluation systems, which are robust
Responsible for carrying out all the duties of the job in accordance with the Birmingham Children's Trust policies and procedures
To undertake such other duties as are within the scope of the job purpose, the title of the job and its grading
To take part in and prepare for supervision and annual appraisal with the Apprentice Coordinator
To undertake and successfully complete suitable college courses, including level 2 qualifications in English and maths to achieve the academic grades and practical skills in order to entitle yearly progression leading to the award of the Children and Young People's Workforce Level 4 Diploma apprenticeship qualification





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

Person Specification





Essential Criteria		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	Essential	Method of Assessment (M.O.A)
Qualifications	1. Willingness to undertake and successfully complete suitable college courses, including level 2 qualifications in English and maths, to achieve the academic grades and practical skills in order to entitle yearly progression leading to the award of the Children and Young People's Workforce Level 4 Diploma apprenticeship qualification.	AF & I
Experience	Experience of managing a number of conflicting priorities, the ability to organise own workload and decide priorities	AF, I & T
Experience	Experience of handling and processing manual or computerised information	AF, I & T
Experience	Evidence of willingness for continuous professional development	AF & I
Skills and Ability	Good literacy and numeracy skills and ICT skills	AF, I & T
Skills and Ability	Good verbal and written communication skills	AF, I & T
Skills and Ability	Able to work as part of a team with a proactive, problem-solving approach	AF, I & T
Skills and Ability	Ability to use and interrogate IT equipment and able to use packages such as Microsoft Word, Excel, PowerPoint	AF & T
Skills and Ability	Ability to sustain working partnership relationships within and across organisational boundaries	AF, I & T



	including external providers	
Skills and Ability	The ability to independently interpret and analyse information and facts to solve varied problems	
Skills and Ability	The ability to communicate complicated or sensitive information with varied audiences in person and/or in writing	AF & I
Skills and Ability	The ability to use own initiative to respond independently to difficult problems and unexpected situations	AF, I & T
Skills and Ability	The ability to work under pressure including meeting deadlines and dealing with interruptions	AF & I
Skills and Ability	The ability to cope with situations where there is an emotional demand arising from the work being undertaken.	AF & I
Skills and Ability	The ability to resolving internal/external issues and providing a solution focused response	AF & I
Skills and Ability	The ability to manage a process, ensuring accurate and timely outputs.	AF & I
Skills and Ability	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	AF & I

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.

