

Participation Officer (12 month temporary contract)

Can be based in any of includem's offices – Glasgow, Stirling, Fife, Aberdeen or Dundee

35 hours per week including weekend and evening working and travelling to all includem offices across Scotland

Annual salary: £26,692 per annum

We currently have a fantastic opportunity for a Participation Officer to deliver a 12 month project developing a comprehensive culture and practice of participation with the children, young people and families that includem support, in line with the aims of The Promise. This will be achieved by reviewing current policies and practices in promoting the views, experiences and rights of the children, young people and families and the development and implementation of a participation framework.

At includem we value and celebrate peoples' diversity and believe this strengthens our team. As an organisation serving children in care and care leavers, we are keen to receive applications from people with experience of care and recognise the importance of having care experienced staff within our team. We are seeking an individual who is committed to promoting children's rights, hearing the voices of those we support and ensuring that they can influence the decisions and structures that affect them. We believe that the life experience of the Participation Officer will be key to delivering the change we need to best promote children's rights.

What does the role involve?

- Review relevant includem policies, processes and practices to ensure that children, young people and families are able to contribute to decision making, policy making and service planning which affects them in an informed and supported way, and in a way that support and promotes their rights.
- Review and enhance participatory skills and confidence of staff at all levels of the organisation to ensure meaningful participation of children and families in activities, consultations and events in order to represent their views and experiences of the care and support they receive.
- Model participation practices by working alongside support delivery staff and directly with children and young people and families, to identify appropriate and accessible ways for them to participate meaningfully in activities designed to help them share their views and experiences and influence practice across all levels of the organisation.
- Ensure that processes are identified and agreed to ensure the views of those children and young people about includem services and issues affecting them are recorded and considered in planning and decision making at an individual and service level.
- Develop, along with children, young people and families and support delivery staff a participation framework, with consideration to the strengths, gaps and challenges identified in the review period of the project, framework to ensure that this will represent the views,

opinions and experiences of children and young people both in internal service development and improvement and to a range of external audiences, including decision makers and policy makers at a local and national level.

- Develop an agreed method of consultation and involvement that supports the wider work of includem in supporting children and young people to contribute to includem's campaigning and influencing work.
- Recommend changes to policies and practices to ensure that participation of children, young people and families is embedded across all of includem's services.
- Work with staff across all roles of the organisation to ensure that all includem services can demonstrate the active and meaningful participation of children and young people in decision making, policy making and service planning.
- Develop, in conjunction with relevant staff, appropriate methods of recording, monitoring and evaluating the views and opinions of children and young people to inform decision making, policy making and service development.
- Recognise the confidential and sensitive nature of personal information relating to children, young people and families, and how this should be communicated, used, published, shared, recorded and handled appropriately.
- Become a member of the PVG (Protecting Vulnerable Groups) Scheme (paid for by includem)

Person Specification

- Demonstrate an awareness and understanding of effectively supporting and promoting children and young people's meaningful participation
- Knowledge and understanding of, and commitment to, equality of opportunity, anti discriminatory practices, and inclusion
- Good verbal and written skills and the ability to communicate clearly and sensitively
- Self-motivation, team working and ability to use initiative
- Experience of working in a social care setting within one of the following areas:
 - Youth work
 - Community learning and development
 - Children and young people with disabilities services
 - Children and young people in either a residential or community setting
- Experience of group facilitation to promote meaningful activities and events for children and young people
- The ability to work in partnership with a wide range of agencies
- Flexibility to work weekends and evenings when required and to travel to includem offices across Scotland

We value our staff and employee benefits include:

- A full and robust induction programme
- Holiday entitlement of 28 days rising to 31 with length of service and 9 public holidays
- Enhanced Employer Pension Contributions
- Free Confidential Employee Counselling Service
- Access to Mental Health First Aiders across the organisation
- Company Mobile Phone and Laptop
- SCVO Credit Union
- Discounted gym membership
- Discounted holidays and associated benefits
- Access to discounts for charity workers

We are actively seeking to bring more diversity of perspectives and experience and especially welcome applications from people from Black, Asian and Minority Ethnic communities who are currently underrepresented in our organisation.

If you would like more information regarding this role, please contact our HR department on 0141 212 8800 or Meg Thomas, Head of Policy Participation on 07870 223567. You can apply directly online via the Includem website (www.includem.org). Alternatively you can request a pack by e-mailing hrassist@includem.co.uk or contact our Head Office on the number above.

The closing date for applications is Wednesday 21st April 2021 at midnight.

For applicants who are successfully shortlisted interviews will take place week commencing 3rd May 2021.