

SHEFFIELD FUTURES JOB DESCRIPTION

Job Title:	Participation Lead
Grade:	Spine Point 23
Department/Site Location:	Star House
Report To:	Social Prescribing Co-ordinator
Responsible For	
Version Date:	August 2020

Job summary:

To lead the development and delivery of involvement work with young people up to the age of 25. The Participation Lead will be responsible for recruitment, programme planning and safeguarding young people.

The Participation Lead will be responsible for providing the day to day support for Youth Work staff.

Key Responsibilities:

Operational

- To build relationships and engage with young people and ensuring all young people have the opportunity to engage in participation structures
- To Lead on the development of involvement structures across Sheffield to enable young people's engagement in decision making processes.
- To promote inclusion, equity and young people's interests and wellbeing
- To support and promote partnership working with other statutory, voluntary and community organisations that promotes the development of partnership mechanisms for young people.
- To lead on developing partnerships to enhance the involvement offer young people and communities.
- To lead on developing and supporting Young Advisors
- To undertake project evaluation and monitoring as required
- To support marketing and promotion of involvement related activities
- To support all administrative and monitoring processes relating to Involvement, ensuring all data is recorded on relevant data bases
- To liaise with various groups and agencies to develop and promote involvement work across the city.
- To support youth work staff on a day to day basis.
- To motivate, inspire and support hard to reach young people to improve their aspirations, health and well-being through a programme of activity
- To reduce barriers to participation and develop needs led activity plans for young people
- Work as part of a team to achieve contract outcomes
- To undertake any other relevant duties as specified by the line manager to support the wider work of the team

Planning and Organising

- To support the development and implementation of the Sheffield Futures involvement strategy.
- Contribute to funding bids that will 'add value' to participation work with young people across the city
- Responsibility for managing a small delegate budget and associated monitoring.
- To lead on supervision and appraisals with Young Advisors & Youth Work staff.

Communications

- To attend related networks, meetings and participation/involvement events, supporting partnership and sharing good practice
- Communicate across Sheffield Futures wider service delivery team to support the internal Involvement strategy, programme planning, finance and supplier due diligence requirements.

General

- In carrying out their duties the post holder must promote equality of opportunity and take every opportunity to eliminate discrimination.
- Participate in training and professional development activities as required.
- The post holder is responsible for taking reasonable care with regard to him/her as well as for any colleagues or visitors who might be affected by any act or failure to act by the post holder in accordance with Health and Safety at Work.
- The post holder is required to carry out their duties and responsibilities at all times with adherence to Sheffield Futures policies and procedures, in particular those relating to equality and diversity, dignity and respect, Safeguarding and Health and Safety.
- Ensure confidentiality around service users and staff members is maintained at all times.
- Whilst this post is based at a specified location there will be a requirement on occasion to work at other locations as determined by the duties of the post.
- This job description is not inflexible. It is an outline and account of the main duties of the post at the time of writing and does not form part of the contract of employment.

Person Specification – Participation Lead

	Essential	Desirable
Qualifications/Training	<ul style="list-style-type: none"> • Safeguarding Awareness training (provided) • Level 3 Youth Work Qualification • Willingness to complete First Aid training (if not already held) 	<ul style="list-style-type: none"> • First Aid qualification
Experience/skills/ specialist knowledge	<ul style="list-style-type: none"> • Substantial experience of participation and Involvement work • Understanding of National, regional and local participation structures and National Agenda • Experience of delivering participation curriculum in a variety of settings • Relevant knowledge and experience of working with young people from a range of backgrounds 	<ul style="list-style-type: none"> • Experience of reporting outcomes and budgets to external funders

Person Specification – Participation Lead		
	Essential	Desirable
	<ul style="list-style-type: none"> • Experience of managing, supervising and coordinating a team of staff and/or volunteers including timetabling activities • Experience of setting and working to achieve performance targets • Experience of monitoring and evaluating the impact of projects and initiatives • Experience and skills in use of Microsoft office – particularly word/ excel • An understanding of the work of Sheffield Futures • Understanding of health and safety and data protection issues • Sound knowledge of the barriers to participation for those from low social mobility backgrounds 	
Special Aptitudes/Ability	<ul style="list-style-type: none"> • Organisational skills • Strong IT skills • Excellent communication and interpersonal skills, with the ability to communicate with people at all levels • Ability to prioritise work and deal with conflicting priorities • Ability to work on own initiative and as part of a team • Ability to work under pressure, meet deadlines and work flexibly and learn new skills to meet the needs across the service 	

Person Specification – Participation Lead

	Essential	Desirable
	<ul style="list-style-type: none">• Ability to build and sustain positive relationships with all stakeholders• Polite and courteous• Flexible, reliable, trustworthy and respectful to clients and staff• Friendly, approachable and non-judgemental• A commitment to personal development and willingness to participate in training• Adaptable to change and embracing of innovation and creativity• A positive can do attitude, and flexible approach	

Jobholder Signature: _____

Immediate Supervisor/Manager Signature: _____

Date: _____