

Role Title: Voice and Influence Coordinator
Salary: PO1 £37,035 - £39,513
Location: Bradford, Sir Henry Mitchell House
Report to: Voice and Influence Lead

About Us

Bradford Children and Families Trust has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf since 2023. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As an organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

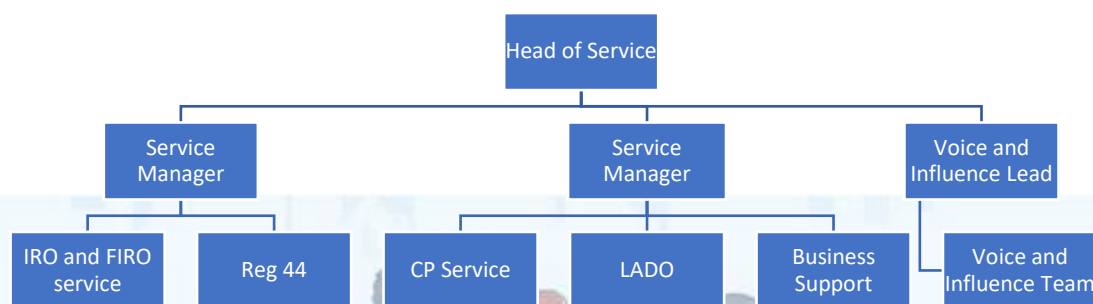
Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

Safeguarding & Reviewing Service Overview

The role sits within the Safeguarding & Reviewing service which is comprised as set out below.



Role Summary

The role will involve coordinating the effective running of voice and influence projects and events for children, parents and carers accessing early help, child in need or child protection services across Bradford Children and Families Trust.

You will be a champion for children, parents, and carers voice and influence, coordinating parent/carers forums and peer mentoring, events and supporting embedding the voice and influence of children, parents and carers into strategy policy and practice.

You will work in partnership with Bradford Children and Families Trust staff to develop and implement our strategic approach to voice and influence. This includes working alongside the Participation Coordinator for our children in care.

Main Duties and Responsibilities

1. To actively oversee Voice and Influence projects/forums and peer mentoring working alongside children, parents and carers who are engaged with Bradford Children and Families Trust.
2. To actively support embedding the voice and influence of children, young people, parents and carers into strategy policy and practice in Bradford Children and Families Trust.
3. To support building skills, confidence and awareness of professionals of how to enable children and young people to have a voice and influence, working in partnership with the wider children's services and the training unit for workforce development.
4. To actively coordinate and engage children, parent, carers and staff in initiatives/activities across Bradford Children and Families Trust.
5. To support in identifying and developing approaches and resources needed to ensure that the voices and influence of children, young people and their families is embedded in Bradford Children and Families Trust.
6. To be involved in the communication of activities and their outcomes.
7. To support processes that encourage and develop two way communication across Bradford Children and Families Trust.
8. Represent Bradford Children and Families Trust regionally and nationally at events and forums focusing on strategic developments around the participation of children, parents, and carers.
9. To have the ability to demonstrate supporting change and development of services through voice and influence and delivering outstanding results.
10. Demonstrate knowledge of legislation, regulations, policies, inspections and performance information applicable to the relevant strategic functions e.g. child protection, health, safety and security,



confidentiality and data protection. Promoting compliance with Bradford Children and Families Trust policies and procedures, including Mind of My Own and partnering with families.

Experience

Knowledge to understand the experiences of children, parents and carers who have been provided support by children's services. To have an appropriate professional qualification or equivalent knowledge gained through experience within the service area. The ability to apply knowledge and expertise to plan and enable the highest levels and standards in the delivery of work

To have a knowledge of local, regional and national issues, which influence Bradford and the Trust's strategy, practice and services. To maintain up to date knowledge of current thinking and developments and be able to influence ways of working within the professional and technical areas of your expertise

Collaboration & innovation to work effectively with children, parents, carers and practitioners to coordinate events. To be able to think and act creatively to facilitate effective engagement and obtain feedback that is used to develop services.

Ensure the capacity to respond positively to change, be able to challenge 'traditional thinking' and work innovatively so solutions can be pursued throughout the service area.

Problem solving & decision making – take responsibility and be accountable for developing and implementing appropriate, proportionate and effective solutions to complex service delivery problems.

Accurately analyse information. Have an understanding the pressures facing public sector services and use this to inform decisions and promote best practice.

Deliver – develop and maintain constructive relationships with children, parent, carers and colleagues to develop and deliver effective events and projects.

To be engaged in influencing the strategic direction of the service using effective consultation and a commitment, ensuring services support and deliver outcomes that reflect the diverse, multi-cultural needs of Bradford.

People and resource management – use visible, effective and supportive communication skills that engages, develops and encourages affective voice and influence projects.

The role profile and specification are an outline only and may vary from time to time without changing the character of the job or level of responsibility

Working Context - The role is primarily office based but post holders are expected to work flexibly both at home and at various locations across Bradford and region. Hours are worked mainly Monday-Friday, in



accordance with the needs of the service; however, the post holder will be expected to work outside normal working hours, including attendance at evening/weekend meetings or events if required.

