

Role Title: Voice and Influence Officer
Salary: SO1 SCP 23-25 (£35,570-£37,563)
Location: Sir Henry Mitchell House
Report to: Voice and Influence Lead

About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. 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.

At Bradford Children and Families Trust we are passionate about giving the children and young people we work with more voice and influence. As part of our new Voice and Influence Team, this role involves developing and delivering a range of effective voice and influence projects and programmes to ensure that the views and experiences of Children in Care and Care Leavers are sought, heard and used to influence the design and delivery of local services – leading to service improvement.

As a new 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.

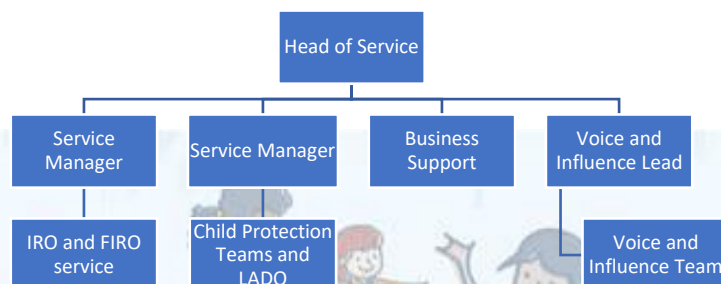
Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

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

This role is a fantastic opportunity for someone who is child-centred and passionate about supporting and empowering care experienced young people and helping Bradford on our Social Care improvement journey

Job Overview

The role sits within the Safeguarding and Reviewing Unit as set out below. The role will be managed by the Voice and Influence Lead who will provide supervision in line with our policy and procedures.



Main Duties and Responsibilities

- Being a champion and advocate for the voice of care experienced children and young people with Bradford Children and Families Trust, promoting their right to participate in decisions affecting their lives.
- Leading on the operational delivery of the Bradford District Children in Care and Care Leavers Council youth forum groups, including; recruitment of children and young people, maintaining their engagement and building positive youth work-based relationships to enable them to deliver campaigns.
- Build strong work based relationships with teams and services across Bradford Children and Families Trust and our partner organisations to give children and young people the opportunity to influence, shape and improve our work.
- Planning, delivering and evaluating projects and co-production activities with children and young people; including supporting them to plan and deliver training to staff.
- Supporting children and young people to attend meetings and events with senior leaders and elected members.
- Effectively undertake and complete administrative tasks for our youth voice programmes, including recording the attendance of young people, creating project plans, session plans, risk assessments and financial recording.
- Using creative approaches to plan and deliver inclusive and accessible workshops, meetings and events with children and young people.
- Facilitating the involvement of young people in staff recruitment and service commissioning panels.
- Produce engaging, age appropriate, inclusive and accessible communications for children and young people across a variety of platforms.
- Working in partnership with other local authorities in the region to learn and share good practice.
- Effective planning to ensure all activities have risk assessments and adhere to safeguarding and health and safety procedures.
- Recording, analysing and reporting on engagement activity, outcomes and impact for different stakeholders.
- Undertake any other duties commensurate with the grade and purpose of the role.



About You

We are looking for applicants who can demonstrate that they meet the following requirements:

Experience

- Experience of planning and delivering direct work with children and young people in both group-work and individual one-to-one settings.
- Experience of forming and maintaining positive relationships with children and young people from a diverse range of backgrounds and ages
- Experience of delivering children and young people's voice & influence activities using a range of creative engagement methods including games, surveys, consultations, focus groups and events.
- Experience of planning, delivering and evaluating projects and programmes within agreed budgets and timescales.
- Experience of producing age-appropriate resources and communications including flyers, presentations, films, reports and case studies for a range of audiences.
- Experience of measuring and evidencing the impact of voice and participation campaign activities
- Experience of effective partnership and multi-agency working.
- Experience of effectively using a range of IT packages to prepare reports, monitor programmes and present information



Knowledge and Education

- Knowledge of how to ensure the safety and wellbeing of children and young people in all participation activities and recognising, responding to and reporting any safeguarding concerns.
- Knowledge of the barriers to engagement experienced by children and young people, including those who are in care or care leavers.
- Knowledge of different models of youth engagement and participation such as the 'Lundy Model' and how these relate to delivering effective and meaningful youth voice & influence programmes
- An understanding of the roles and responsibilities relating to 'corporate parenting' and the national corporate parenting principles, including how these relate to voice and influence
- Knowledge and understanding of the statutory duties around the voice and influence of children and young people in care and care leavers.
- Knowledge and understanding of the issues faced by care experienced children and young people and of the local services and organisations who support them.
- Knowledge and understanding of using restorative and trauma informed approaches to meet the different needs of children and young people and families.
- A degree or equivalent qualification or evidence of the ability to work at that level.

Special Conditions

The role is primarily office based but post holders are expected to work flexibly both at home and at various locations across Bradford District and the wider region.

Hours are worked mainly Monday-Friday, in accordance with the needs of the service. However, as this role requires direct work with children and young people, the post holder will be regularly expected to work outside normal working hours, including attendance at evening/weekend meetings or events if required.

Enhanced DBS clearance is required for this post.

Full UK driving licence and access to a vehicle for business use is desirable.

Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.

We are an equal opportunities employer.



