

## CHILDREN'S COMMISSIONER FOR WALES

### Job Description

#### 1. Post Details

**Job Title:** Participation Officer

**Main Location:** Oystermouth House, Llansamlet, Swansea with a requirement to travel regularly throughout Wales including overnight stays.

**Reports to:** The Head of Practice

#### 2. Main purpose objective and context of the role (in summary)

- To support and advise the Children's Commissioner for Wales and members of staff in the Office of the Children's Commissioner for Wales (CCfW) to listen, engage, respond and monitor the views of children and young people in Wales.
- To work with all members of staff to support their work with children and young people in line with CCfW's Participation Strategy.
- To be a lead contributor to the implementation of CCfW's Participation Strategy within the Office of the Children's Commissioner for Wales
- To play a key role in ensuring that the strategic direction and operational delivery of the Commissioner's 3 year strategic plan is shaped by the thinking and opinions of children and young people in Wales. .
- To participate, either as project manager or project member, in cross functional project groups within the office, contributing a participation perspective, ensuring that the voices and views of children are listened to, responded to and incorporated into the outcome of the project.

#### 3. Main duties and responsibilities

- To support the Office of the Children's Commissioner for Wales in the development and implementation of the CCfW Participation Strategy to meet the Commissioner's objective of seeking the views of children and young people and involving them directly in the work of the organisation.
  - To maintain an overview of children's rights and participation practice in the Welsh context

providing advice and background briefings to the Commissioner and other members of the team.

- To keep up to date with developments in the field of participation and children's rights, analysing current practice in Wales, sharing areas of good practice, discussing and implementing changes in practice if appropriate.
- To develop a shared understanding of participation practice and the National Standards of Participation within the CCfW
- To support the organisation and staff team to plan, develop and monitor a range of opportunities, in close liaison with colleagues across the organisation, to gain the views of children and young people across Wales and to enable those views to influence and contribute to the work of the Office.
- To create, manage and maintain links with children and young people across Wales and organisations working with children and young people, developing and maintaining accurate records of all established children and young people networks in Wales as prioritised in the Participation Strategy.
- To lead on the development and production of age and ability appropriate resources and tools which will be utilised by Officers of the Children's Commissioner for Wales to engage children and young people in Wales, including those who are marginalised and or vulnerable.
- To participate, either as project manager or project member, in cross functional project groups within the office, contributing a participation perspective, ensuring that the voices and views of children are listened to, responded to and incorporated into the outcome of the project.
- To contribute to the development and implementation of a structured programme for the training and support of Officers of the Children's Commissioner for Wales in participation skills, interactive work, group work theory and practice, anti discriminatory practice
- To develop a reflective practice working approach and evaluation tools to demonstrate the achievement of the Participation Strategy's objectives.
- To lead on the development and implementation of specific key participation projects in line with the Strategic 3 year Plan and annual work plans.
- To identify issues affecting children's rights and welfare that could require action by the Office of the Children's Commissioner for Wales and bring them to the attention of the Chief Executive Officer and the Commissioner.
- To foster sound working relationships and to work in partnership where appropriate with agencies in the statutory and voluntary sectors whose work is relevant to the functions of the Commissioner.
- To represent where appropriate the Children's Commissioner for Wales at workshops, conferences and seminars and to attend, as an observer, key working groups of the Assembly and voluntary organisations.
- To deliver presentations, training sessions or workshops to adults, including professionals and adults working with and or on behalf of children and young people and to Officers of the Children Commissioner for Wales.
- To assist in the development and production of CCfW publications providing advice in relation to

age ability, inclusion and accessibility issues.

- To be responsible for consistently promoting and embedding children's rights approach and children and young people's views into the work of the office producing team briefing documents on a regular basis and influencing the work of the office by contributing to communication, team and allocation meetings.
- To liaise regularly with colleagues at team meetings with regards to keeping up to date with policy developments and influencing the development of national policy relating to children and young people.
- To liaise regularly with colleagues across the organisation in order to support external publicity events such as Eisteddfodau, and tours and road-shows.
- To support work with children and young people as requested and at an appropriate level in line with the Children's Commissioners' corporate values.
- To support the creation of an inclusive and supportive corporate culture by providing assistance and occasional cover for duties to colleagues across all functions as necessary
- To uphold the values of the Commissioner's Team and its commitment to championing the rights of children and to listening to and involving children in key aspects of the Commissioner's work.
- To undertake any other duties within the remit of the grade as deemed necessary by the Management Team or any of its members.

## 4. Person Specification

### **Attainments/Qualifications**

A degree or professional level qualification from a relevant discipline (e.g. education, law, social services, health, play, youth work, youth justice) or equivalent relevant experience.

### **Skills**

A high degree of organisational skills or project management skills with the ability to forward plan and meet deadlines.

Highly literate with the ability to communicate competently in Welsh with children and young people and the adults who care for them or work with them, and to understand and respond to written communications in Welsh with support.

Excellent training, facilitation and presentation skills with evidence of an ability to deliver events workshops and presentations to and children and young people, stakeholders and team members.

### **Knowledge and experience**

Knowledge of the UNCRC and Welsh children's rights legislation and what is required to mainstream children's rights into everyday practice

Broad experience and evidence of working in partnership with other organisations at all levels to influence and deliver change for children and young people.

Experience of working with children and/or young people.

Knowledge and experience of communication and participation theory and methodologies.

Knowledge and understanding of anti-discriminatory practice and reflective practice.

### **Personal Attributes**

Embodies a self-motivated and pro-active approach to work.

Can demonstrate a record of achievement of delivering objectives and finding innovative solutions to problems.

Takes a flexible approach to work and duties with a readiness to respond to changing requirements and urgent requests.

Is committed to representing the views of children and young people in all that we do.

Can demonstrate a creative and innovative approach to meeting the communication needs of children and young people.

Able to build good working relationships at all levels, externally and within the organisation.