



JOB DESCRIPTION AND PERSON SPECIFICATION

Job title: Participation Development Worker

Hours: 25 hours a week (part time)

Salary: OTR Band C, starting at £28,656 (full time equivalent)

Accountable to: Participation Service Lead

Based at: OTR Bath office

Contract type: Permanent

Preferred start date: 3rd September 2024

Who we are

Off the Record Bath & North East Somerset (OTR) is a mental health and wellbeing charity that gives local young people a safe space to be heard and be themselves. We provide a range of free services for young people, including counselling, listening support, youth participation, advocacy, support for care leavers and a LGBTQ+ focused youth group.

You'll be joining the team at an exciting time as we focus our efforts on reaching more young people to join our Participation groups, including reaching more young people of colour, young people from areas of socio-economic deprivation, and young people in the care of BANES but who are placed out-of-area.

Equity, diversity, and inclusion are at the heart of what we value as an organisation. OTR is committed to equal employment opportunities regardless of race, age, religion, sex, sexual orientation, disability or any other status protected by law.

Purpose of the role:

As a Development Worker for the Participation team, you will work closely with the Participation Service Lead (PSL) to plan, deliver, and evaluate our services that allow for young people to have a say on the decisions that impact their lives. You'll be supporting children and young people (CYP) to consult their peers, influence key professionals and take action to make change and to ensure their voices are heard.

We have five Participation groups, that along with the Service Lead you'll be supporting and developing [click the links to find out more]:

- [Youth Forum](#) – you will facilitate the Youth Forum; empowering the young people to take on social action projects on the things they care about
- [Junior In Care Council/Senior In Care Council/Care Experienced Council](#) - You will co-facilitate and promote the In Care Council (ICC) groups that support the needs of different age groups of children and young people in care (aged 5-17), and the Care Experienced Council of young adults (aged 18-25). This promotion will include CYP placed out of area and will address the needs of CYP who are Black, or from other minority ethnic backgrounds, or who have Special Educational Needs and Disabilities (SEND)
- [Your Off The Record \(Your OTR\)](#) - A group of young people aged 18-28 who take the lead on shaping and improving Off the Record.



Your attributes:

We are looking for someone who is experienced and confident in working with young people from a variety of backgrounds. You will understand the complexities of young people's lives and you will be sensitive and responsive to the diverse range of need. You will be able to act on your own initiative to help young people see through their ideas and able to grow and develop projects or campaigns independently whilst ensuring that young people have the opportunity to lead.

Your enthusiasm and personality are as important to us as your experience to date. If you can't tick off every point in the job description below but feel you have the right transferable skills to succeed in the post, please do still apply.

If you would like an informal, confidential conversation about the role before applying, please email office@offtherecord-banes.co.uk to arrange a time for a chat with Charlotte Egmore James, the Participation Service Lead (PSL).

Key duties

- Develop and lead the Youth Forum group
- Support and co-facilitate delivery of the Junior In Care, Senior In Care and Care experienced council.
- Support the PSL in publicising and promoting opportunities for young people to get involved in the design, development, and evaluation of services they access.
- Develop and maintain effective communication with young people to facilitate their involvement in a wide range of participation activities to enable them to get their voices heard and influence change.
- Support the PSL in ensuring services are responsive to the needs of young people and that safeguarding, equal opportunities and health and safety issues (e.g. risk assessments) are identified and addressed effectively.
- Support the PSL to develop effective partnerships with relevant agencies to support and encourage children and young people's involvement and widening participation throughout B&NES.
- Support the PSL in developing methods to evaluate and monitor growth in life skills, personal development opportunities and the wellbeing of young people involved in participation.
- Contribute to the effective implementation of the organisation's overall objectives and policies.
- Attend fortnightly Participation meetings to ensure the development of the service and focus on task such as devising new systems, collaborations, promotion etc.

General – applicable to all OTR staff

- Participate in the day-to-day work of the organisation – such as reporting, attending to service requests and other related meetings as required. Accommodate a flexible approach to general administrative and support tasks.
- Be an ambassador for OTR, actively promoting our vision and work



- Ensure the effective implementation of the organisation's policies and overall organisational objectives, including Health & Safety policies and procedures, taking responsibility for own personal health, safety and welfare in the workplace.
- Following safeguarding policies and procedures in all aspects of the work with children and young people.
- Actively promote good equal opportunities practices across all aspects of work and taking positive steps to counter discrimination however and wherever it occurs.
- Participate constructively in internal supervision/appraisal. Attend all compulsory staff training/development and engage in other professional development opportunities to promote good knowledge and practice.
- Contribute to co-operative working across all the services within OTR.
- Promote and enable active involvement of young people in planning, improving and making decisions about OTR services.
- Ensure effective and accessible communication with staff, service users and the general public.
- Contribute to maintaining and developing effective professional relationships both internally and with outside agencies.
- Undertake any other reasonable duties consistent with the skills and duties needed for this role, as required.

Working pattern and location

This role is based at our office in central Bath, which is very close to Bath Spa train station and Bath central bus station. The post holder will be based in a shared office with access to meeting rooms.

There is opportunity to work from home when agreed with your line manager, and we operate a flexible working policy which allows your hours to be spread throughout the day/week in agreement with your line manager.

The post holder will be expected to be able to travel throughout the authority and beyond to meet service users, professionals, and to attend meetings and training activities associated with the position. Mileage allowance or public transport costs will be payable for these types of travel.

The job will require working outside of core office hours, some evenings, including the occasional weekend.

How to apply

If you're ready to proceed, we would love to hear from you. Please visit our website www.offtherecord-banes.co.uk/work-for-us to complete the application form and the optional, anonymous equal opportunities monitoring form.

The closing date for applications is Friday 26th July, 5pm. Interviews will take place at Off the Record, Manvers Street, Bath on Tuesday 6th August.



Terms and Conditions

- Contract: Permanent with a probationary period of 6 months
- Paid leave entitlement: 25 days plus 2 discretionary days and all English public holidays, plus up to 5 extra days to recognise continuous service. This entitlement is pro-rated for part-time employees.
- Two days' paid volunteering leave to enable you to support causes that matter to you (FTE)
- Pension scheme
- Death-in-service benefit
- Training and development opportunities for all our staff

Appointments will be subject to satisfactory references and an Enhanced level Criminal Records Bureau check.

The job description is a general outline of the job duties and responsibilities and may be amended as OTR develops. The post holder may be required to undertake other additional duties that may be reasonably required from time to time.



PERSON SPECIFICATION – Participation Development Worker

	Essential	Desirable
Education/training/ qualifications	<ul style="list-style-type: none"> • Nationally recognised professional qualification for working with young people e.g. youth work, teaching, social work, or relevant experience. • An understanding of confidentiality and safeguarding responsibilities. • An understanding of EDI (Equity, diversity and inclusion) and a commitment to equal opportunities. • An understanding of trauma informed practice. 	<ul style="list-style-type: none"> • A broad range of training experience related to work with children and young people.
Experience	<ul style="list-style-type: none"> • A minimum of two years' experience of working with young people and/or families and able to demonstrate achievements. • Experience of working with harder to reach groups of young people. For example; those in care or care experienced, those living in areas of social deprivation. • Experience of supporting young people to share their views and self-advocate. • Experience of developing and facilitating workshops and group work for children and young people. • Experience of evaluating and reporting on service outcomes. • Experience of working with other services to achieve the best outcomes for young people. 	<ul style="list-style-type: none"> • Experience of participation and youth empowerment work with children and young people.
Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of needs and issues effecting children and young people (5-25 years) • Knowledge around neurodiversity and barriers towards engagement. 	<ul style="list-style-type: none"> • Knowledge of the issues affecting different social groups.



Interpersonal skills	<ul style="list-style-type: none">• Excellent listening skills and the ability to communicate effectively with a wide range of people.• Able to ensure a safe and supportive environment for children and young people who are facing difficulties.• Ability to work as part of a team with initiative and at times under pressure.• Ability to let young people lead and work at their pace.• Sense of fun and humour	<ul style="list-style-type: none">• Ability to use alternative and creative methods of communication.
Additional requirements	<ul style="list-style-type: none">• IT literate with good attention to detail.• Ability to input data using organisation's database.• Good time management and organisational skills• Ability to use social media for the purposes of service promotion.• Ability to work with a systemic and organised approach.• Ability to research reliable information to inform practice.• Able to work flexible hours (regular evening work will be required for group delivery)• Ability to travel either using your own mode of transport or public transport.	