

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT: Children's Services
POSTHOLDER SECTION: Quality Improvement
POST DESIGNATION: Insight and Influence Team Leader
GRADE PO4: Fixed Term

Purpose of job:

1. Leading the development and delivery of the Young Greenwich Insight and Influence Team
2. Leading the coordination and delivery of the Greenwich Young People's Council, Children in Care Council and Care Leavers forums
3. Coordinating the participation of children and young people from across the borough to influence strategic decision-making

Manages up to 10 directly managed staff.

Main Duties:

Your main duties will include;

1. Leading the coordination, delivery and evaluation of Greenwich Young People's Council, Children in Care Council to develop their priorities and deliver their annual work plan and projects.
2. Develop and deliver a Young Advisors programme to strengthen the engagement of young people in decision-making
3. Coordinating opportunities for children and young people in the borough to engage in youth voice opportunities and to influence decision making, for example a Children and Young People's Survey
4. Being accountable to and support the work of our strategic boards, to identify priorities, develop action plans and support delivery where relevant
5. Supporting the delivery and projects of youth voice forums and opportunities for Children in Care and Care Leavers
6. Facilitate joint working with other internal youth voice groups (ACE, Young Commissioners, You're Welcome, YOS)
7. Facilitate the development of the Royal Greenwich, Children and Young People's Participation Strategy
8. Leading on the local delivery of the UK Youth Parliament, British Youth Council and London Youth Assembly programmes.
9. Overseeing and coordinating the bringing together of insight from youth voice and co-production activity to support decision making and to demonstrate the impact and influence of children and young people's involvement
10. Coordinate and support the activity of the Participation Engagement Group, to facilitate the bringing together of youth voice participation leads in order to share best practice and improve the engagement of children and young people in youth voice opportunities
11. Identify and coordinate bids to relevant funding opportunities which will support the delivery of the Royal Greenwich Participation Strategy

12. Lead the development and promote models of consultation and participation that support inclusive engagement of children and young people to influence decision making. This includes ensuring they are accessible to a wide range of young people with varying communication needs.
13. Work in partnership with services within the Council and partners to ensure a joined-up approach towards participation.
14. Supporting consistency of participation practice across Children's Services through the development of training and guidance for staff and also through sharing examples of best practice.
15. Managing the team budget
16. To undertake any other work appropriate to the level and general nature of the post's duties.
17. Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
18. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
19. To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
20. To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency."
21. To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures.
22. Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.)
23. This post requires an Enhanced DBS and will be supported by Safer Recruitment tools
24. This post requires an Enhanced DBS with children's barred list and will be supported by Safer Recruitment tools
25. This post requires an Enhanced DBS with adult's barred list and will be supported by Safer Recruitment tools
26. To undertake supervision/management of staff as and when required.
27. You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Manages up to 10 directly managed staff. Manages up to 5 indirectly managed consultancy/contracting staff.

Person Specification

Job Title	Young Greenwich Insight and Influence Team Leader
Grade	PO4
Service/Section	Partnerships, Policy, Research and Planning
Directorate	Quality Improvement

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
Ability to understand and communicate the needs of young people to a range of stakeholders	E
You have a good understanding of approaches to involving young people in the planning, delivery and evaluation of services, including methods of consultation and research	E
You have a good understanding and working knowledge of policy, legislation and guidance relating to children and young people's rights and participation.	E
You have an excellent understanding of safeguarding policy and practice.	E
Skills and Abilities	
A pro-active approach, self-motivated and enthusiastic with very high levels of initiative, innovative and imaginative thinking	E
Excellent time management and strong organisational skills; enabling you to handle matters efficiently and proactively	E
Excellent influencing and persuading skills	E
High-level organisation, attention to detail and time management skills	E
IT skills including Microsoft Outlook, Excel, Word and PowerPoint	E
Experience	
Experience and good understanding of user involvement and youth participation	E
You have extensive experience of working with young people from a wide range of backgrounds and experiences, in a professional capacity.	E
You have experience of directly supporting young people to engage in participation activity, e.g. a youth forum, campaigning, youth work, consultation, research.	E
Experience of using digital platforms to build and engage networks and communities	D
You have experience of writing and collating engaging reports, for young people and professional/stakeholder audiences	D
You have experience of successfully managing projects and events on time and within a given budget.	D
You will have experience of managing budgets	D
Equal Opportunities	

• Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post. • Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E E
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